



*We Grow Here!*

# Parent Handbook

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## **Overview**

### **What is a cooperative preschool?**

Our Cooperative preschool (co-op) is a non-profit business run by volunteer parents who are enrolled in the parent education program at North Seattle College (NSC). This is a community that serves as a supportive network to families. The cooperative helps families grow stronger, enrich lives with friends and experiences, and empowers parents to find resources for themselves and their children. Family participation is the foundation of the operation of the school.

### **Curriculum**

Victory Heights Cooperative Preschool offers developmentally appropriate and affordable classes for children ages 12 months to 5 years old. Our programs are child directed, hands on, and play-oriented and has areas for art, sensory, dramatic and home play, table top and floor toys, books, snack and circle time. Each area has been designed for children to learn, explore and have fun in a safe and nurturing environment. With the help of working parents in the classroom, our teachers provide children with developmentally appropriate and meaningful experiences.

Play allows for children to learn about the world and themselves. They learn new skills, develop coping mechanisms, test new ideas, and master their bodies. Making choices in the classroom allows children the opportunities for positive interactions with other children and adults.

### **Staff Qualifications**

Our teachers and staff have experience working with young children in supervised programs. The teacher hiring process is directed by the School Board comprised from the membership.

### **Parent Jobs**

Parents whose child is enrolled in our cooperative program must perform a Cooperative Job; either on the School Board, the Class Panel, or in a Cross-Class Committee, Class or School role. Please see Appendix A: Cooperative Jobs for a listing and description of all roles.

## Class Schedules

### Toddler Class

11:00 Doors Open  
 11:00 - 11:30 Large Motor Play  
 11:30 – 11:50 Lunch  
 11:55 – 12:35 Parent Ed/Area Play  
 12:40 – 12:55 Final Circle  
 12:55 – 1:00 Stamps and Goodbye

### Pre-3s Class

9:00 Doors Open  
 9:00 - 9:45 Area Play  
 9:45 - 9:50 Clean Up  
 9:50 – 9:55 Transition Circle  
 9:55 - 10:10 Snack/Small Group  
 10:10 - 10:35 Outdoor Play  
 10:35-10:40 Transition  
 10:40 – 11:00 Music Circle/Dismissal

### 3-4s Class

9:00 Doors Open  
 9:00 - 10:00 Area Play  
 10:00 - 10:05 Clean Up  
 10:05 - 10:20 Transition Circle  
 10:20 - 10:35 Snack/Small Group  
 10:35 - 11:05 Outdoor Play  
 11:05 - 11:10 Transition  
 11:10 – 11:30 Music Circle/Dismissal

### 4-5s Class

12:30 Doors Open  
 12:30 – 1:00 Outdoor play  
 1:00 – 1:50 Free Choice  
 1:50 – 2:00 Clean Up  
 2:00 – 2:30 Circle Time  
 2:30 – 2:45 Snack  
 2:45 – 3:00 Small Groups  
 3:00 – 3:30 Music Circle/Dismissal

## Class Differences

	Toddlers	Pre3s	3-4s	4-5s
Class meets	(TH): 11 am - 1 pm	(T/TH): 9:00 am- 11:00 am	(M/W/F): 9:00 am -11:30 am	(M/T/W/F) 12:30pm-3:30 pm
Bathroom Buddy System	None	Yes	Yes	None
On-Call System	No	Determined by class	Determined by class	Determined by class

Parent Education	Scheduled during class time and at monthly parent meetings	Scheduled during monthly parent meetings (1 hour).	Scheduled during monthly parent meetings (1 hour).	Scheduled during monthly parent meetings (1 hour).
Parent Participation	Parents move through the day with your own child	Assigned rotating indoor and outdoor stations	Assigned rotating indoor and outdoor stations	Assigned rotating indoor and outdoor stations
Number of Parent Workdays	1 day/week.	1 day/week.	1 day/week.	1 day/week.
School set up, mid-year cleaning, and Closing the School	None	Mid-year cleaning (February)	Closing the School (June)	School Set-up (August)
Small Group Activity	None	Determined by class	Yes	Yes
Snack	Provide own snack	Provided by snack parent	Provided by snack parent	Provide own snack
Snack tables	Not assigned	Assigned	Assigned	Assigned
Weekend Cleanings	April- May	February- April	December- February	September –December

## School Basics

### Arrival

- Be prompt on your workday
- Sign your child in on the attendance sheet, make notes and let the attendance parent know if someone else will be picking them up from class.
- Help or remind your child to wash hands upon arrival
- Remain with your child until class begins

### Departure

- Be prompt for pick up
- After dismissal, help your child collect their belongings
- Sign-out your child on the attendance sheet and escort your child out

### Clothing

- Dress your child in comfortable and weather appropriate clothing
- Working parents wear safe shoes and clothing appropriate for work indoors and outdoors

# Working in the Classroom

## Circle Time

A successful circle time requires parent participation and assistance. The teacher conducts circle time activities and parents model activities to guide children in appropriate circle time behavior. Circle time includes stories, music, singing and playing instruments.

## Free Play

During free play, children have five stations among which they can choose and move freely.

Station	What to do at assigned stations.....
Art	<ul style="list-style-type: none"><li>The children are experimenting with and exploring different art media. The process is more important than the product!</li><li>Use the material in the same manner as the children use it. Avoid making things for children.</li></ul>
Blocks	Encourage children to work together and build away!
Discovery	This is a "scientific" activity. Draw children's attention to what is happening as a result of the activity instead of what they are observing.
Home center	Let the children direct the play and involve yourself!
Sensory	Play and use descriptive language.
Table Toys	Play and use descriptive language.

## Small Group Time

Small group is a time for:

- Fun
- Classifying
- Identifying
- Listening
- Observing
- Concept formation
- Group participation and cooperation
- Small muscle control
- Using senses
- Vocabulary and Self-expression
- Conversation
- Hand-eye coordination
- Increased attention span
- Self-confidence
- Self-help

Small groups present the opportunity to promote intellectual growth through planned experiences. There are advantages of breaking children up into small groups. They learn and function best in small groups (4 or 5 kids) and can comfortably contribute to a group. They become better listeners, have a chance to be heard and can attain the attention of the adult. Adults get the opportunity to get to know the children as well!

**What activities can I present at small group time?**

Almost anything! Be open to all the possibilities which will present themselves during the year. You can share something of yourself or get them interested in the world around them, making sure to present your topic at the child's level of understanding.

<b>Small group ideas</b>	
<b>Defining collections</b>	Things you can cut with; things found in a toolbox, tacklebox; things you can brush with. You could also share “traditional” collections such as plants, shells, rocks, or coins.
<b>Exploring day-to-day appliances or objects</b>	Flashlight, alarm clock, radio, newspaper, or wallet. (The wallet is always a big hit: start by asking if they know what credit cards are, which coins are worth more, etc.) Another idea which fits into this general category is to bring a paper bag full of “surprises” and let the kids guess what’s inside.
<b>Developing language</b>	Bring in a paint can and help the children describe how to open it, using the word “pry” repeatedly.
<b>Sharing hobbies</b>	Bring in a sewing or knitting project you’re in the middle of, bring in a set of measuring cups with something (e.g. corn flour) and get them to measure as though they were following a recipe.
<b>Engaging the kids in group activity</b>	Pass a piece of paper around the table and let everyone draw a part of the face, play charades, act out a book, etc.
<b>Making things</b>	Simple edibles like butter or applesauce

## Snack and Snack Time

- VHCP is a peanut and nut-free environment. No nuts, nut products or nut oils of any kind are allowed in the school.
- Information and response plans of children with food allergies will be posted in the kitchen where snack is prepared.
- Information regarding special dietary requests will be posted at the child’s snack table.
- Their mouths and hands must be free of food before they leave the table.
- “Snack Parent Duties” instructions are posted in the kitchen.
- While eating, include the children in the process of snack preparation (peeling bananas, shelling peas, etc.) and use snack time as an opportunity to encourage language development.

### Why have a snack time?

Snack time is important for children for many reasons. They need small amounts of nourishment throughout their day and it is a good time for a break. They learn social, listening and conversation skills which can increase their attention span as well as their intellectual and motor skills.

***What can I serve for snack?*** Use your imagination!

## Clean-up, Clean-up

Clean-up is as important as any other part of the school day. The classroom belongs to the children and as such cleaning up is part of their responsibility. Cleaning-up (mostly) on their own is the goal, but they will need help getting there. Here is how you can help:

- Begin by announcing that it is time to clean-up. Wait 10-15 seconds.
- Verbally describe the clean-up activities of children (“Claire is picking up books and putting them on the shelf.”).
- If you see there is not a response, begin making statements of fact about the process (“The costumes belong on the hooks.” “I see a book under the table.”)
- If still no results, “model” the desired behavior by picking up things yourself, while narrating your activity

("I'm am picking up these hats and putting them on the shelf.").

- Most children will engage in clean-up at this point. If stronger prompts are necessary, use simple and clear direction to individual children ("Joseph, please pick up those books.")
- The final step is to make the next activity contingent upon completing the task ("After you hang up the costumes you can go to the music circle.")

### **Interacting with Children**

- Keep adult conversation to a minimum.
  - Have meaningful conversations with the children. Make it a point to be responsive to child-initiated topics and ideas. Encourage creative thinking!
  - Notice what the children are doing and comment on what you see! This is affirming and encouraging.
  - Give the children undivided attention. Keep at the children's level as much as possible while talking and playing with them.
  - Invite children to join in, greet them and make them feel included.
  - When conflicts arise, please do not solve it for the children. Mediate until it is solved. Encourage children to work together, share, take turns, and use their words. If there is a safety issue, intervene immediately.
- For examples of Positive Discipline, Enriching the Environment with Language and Descriptive Commenting, please refer to Appendix F: Positive Discipline/Language/Descriptive Commenting.



## Keeping Our School Healthy

The school has the same immunization requirements as the Seattle Public School District. Prior to admission to school, Washington State Department of Health requires children to be immunized appropriate to age, be in the process of immunizations, or be exempt from immunizations. Immunization forms are turned into the Health and Safety Officer and are kept confidential.

### Illness Policy

Parents should watch for symptoms of possible communicable diseases. This includes headaches, unusual rashes, and abdominal pain. Report any contact or suspected contact with a communicable disease to the Health & Safety Officer and the teacher immediately. The Health and Safety Officer will notify the class and other class Health and Safety Officers to coordinate appropriate and necessary clean-up measures if necessary. A child may return to school once the period of communicability has passed. Information on communicable diseases can be obtained from your pediatrician or the Public Health Department.

Please keep your child home from school if he/she exhibits the following symptoms:

- Fever of 100.5 or greater in the last 24 hours (temperature must be normal for a full 24 hours before returning to school)
- Significant nasal discharge, coughing, sneezing or complaint of sore throat less than 48 hours and not due to allergies
- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Pink eyes or drainage from eyes (requires MD clearance and 24 hours of treatment before returning to school)
- Has started antibiotics for a contagious infection in the last 24 hours
- Any evidence of parasites such as lice, pinworms, or scabies - child may return to school after treatment
- Earache
- Any unusual rashes not associated with diapering, heat or allergies
- Any condition requiring one-on-one care

### Infectious Disease

Illnesses can be most contagious before severe symptoms occur. Please use your best judgment and consideration for others in our community when deciding whether to send your child to school.

The following are State Health Department Guidelines for the most common communicable diseases:

Disease	Incubation Period	Isolation (keep home from school)
Chicken Pox	14-21 days	1 week from time spots have erupted and until have dried.
Conjunctivitis	24-72 hours	During the active infection when the eyes are inflamed and draining
German Measles (3-Day Measles)	14-24 days	3 days from eruption
Impetigo (or spots suspicious of Impetigo)	2-5 days	Until treatment has begun and improvement is noticed
Mumps	12-26 days	7 days minimum from onset of swelling and until all swelling has disappeared.

Ringworm	10-14 days	For 1 week of adequate treatment (proved that treatment is continued and ringworm is kept covered at school).
Strep Throat (incl. Scarlet Fever)	2-5 days	Minimum of 1 week from onset.
Whooping Cough	7-21 days	5 weeks from onset or 3 weeks after cough (whoop) begins or for 1 week after administration of antibiotics and cough has cleared.

## Medical Issues/Medication/Allergies/Response Plans

Parents must notify teachers and class of any medical issues and/or medications a child has or needs (such as allergies, asthma, epilepsy, etc.). Medical response plans must be posted and filed in the attendance folder which is to include instructions (if any) on how to tend to the child with specific medical issues and/or dispensing medication. In addition, Information and response plans of children with food allergies must be posted in the kitchen where snack is prepared.

## Sickness or Injury at School

In case of an illness that would not normally require medical attention, the child's parent will be called to pick up child school. In case of accident or sudden illness, which requires immediate medical attention, when the child's parent cannot be reached, the child's doctor (listed on the Emergency Release form) and the emergency contact person will be contacted. An Incident Report form should be completed right away and copies filed with the Health & Safety Officer and North Seattle College.

## Body Fluids Policy

Latex gloves are in the bathroom and kitchen. These should be worn to avoid contact with blood, urine or other bodily fluids. Gloves and wipes used when diapering, as well all soiled diapers, must be placed in a plastic bag and taken off school property.

## Lice (Pediculosis)

### Lice Notification Procedures

Please notify the class Health and Safety Officer if there is a case of head lice in your family. They will notify the class and all other class Health & Safety Officer and coordinate the school cleaning per the lice cleaning checklist. This is found in the School Health & Safety Log by the phone.

### General Information

#### *Signs & Symptoms*

Head itchiness is the main symptom. A red rash may be seen on the scalp in cases where lice have been there for a while. The diagnosis is usually made by visualizing the tiny, pearly white, egg-shaped nits firmly attached to hair shafts near the skin. Nits cannot be shaken off. The lice are 1/16-inch long gray bugs that move quickly and are difficult to see. A good place to check for nits is the back of the neck.

### *Treatment*

The child can return to school after one treatment with shampoo and removal of the dead nits. Treat lice per current standard practice. Options include over the counter treatments or a treatment from a professional salon.

## **Keeping Our School Safe**

### **Emergency Protocols: Fire/Earthquake/Intruder Lock Down & Reunification Plan**

Please see Appendix E: Protocols & Procedures for all emergency procedures and reunification plan. The class Health and Safety Officer will also go over these at fall orientation.

### **72-Hour Kit/Emergency Supplies**

An emergency kit is located at the bottom of the stairwell and contains supplies from a checklist provided by the Risk Management Manual. This kit is checked and replenished quarterly by the school Health and Safety committee.

### **Comfort Kits**

A "Comfort Kit" is a collection of personal items intended to comfort a child in an event that s/he must stay at school beyond normal school hours due to an emergency. This is not a requirement but should you chose to create one for your child, all items should be placed in a gallon zip-lock bag with your child's name clearly marked on the outside and placed in your child's cubby.

### **When Working Outdoors**

Be alert and observant when working outside. Our school is on a public park.

- Check your station for any hazards
- If a parent leaves an assigned area, there must be another adult to cover the area
- If you see anything suspicious or anything that makes you uncomfortable, redirect children to another area or take children inside. Make note in the "Occurrence Log" and take appropriate action if necessary.
- Help children notice the activity around them; this will help the children learn to keep themselves safe

### **Safety Overview & Guidelines**

For an overview of VHCP safety guidelines, please see Appendix B: Victory Heights Cooperative Safety Guidelines and Overview.

### **Lead Paint Awareness Notice**

This older building underwent a lead paint abatement in 2008. Renovations have been completed to keep our kids safe but if you see chipping paint or any other potential hazards please act in this order:

1. Use a damp disposable paper towel to wipe up the small detached chips of paint into the trash.
2. ***Do not scrape or vacuum any loose paint from area of concern.***
3. Notify your teacher immediately of your findings.
4. Log it in the "Occurrence Log" located in the binder on the phone shelf.

5. Contact the School Liaison ASAP. (They will contact the Parks Department, who in return will come and inspect our building).

Please see Appendix C: VICTORY HEIGHTS LEAD PAINT AWARENESS for detailed information about the school's lead abatement.

## **Standing Rules**

### **Section 1. Size of the Organization**

Each class within the Cooperative will have a minimum of 18 adult members enrolled as required by North Seattle College (NSC), but no higher than 22 child students per calendar year. The Board may enroll students eligible to register during priority registration, but only up to a number approved by the Teacher(s). After priority registration is completed, the Cooperative shall only register new students when enrollment falls below 18 students. If enrollment remains at 18 students, all other interested students shall be placed on the waiting list.

### **Section 2. Registration**

Membership in the Cooperative is open to parents of children who are turning the following age by August 31<sup>st</sup> of the school year of registration:

- One year of age for the Toddlers
- Two years of age for the Pre-3s
- Three years of age for the 3-4s
- Four years of age for the 4-5s

Exceptions for children whose birthdays are after August 31<sup>st</sup> will be made on an individual basis by the Teacher(s) with information from the Class Parent Coordinator.

As a condition of membership, each prospective Cooperative Member shall tour the school. Prospective Members shall contact the Parent Coordinator to arrange the tour or attend the Open House (date varies based on school, Teacher(s) and Board Members availability). Returning families and those who have Victory Heights alumni status are exempt from this condition. The following priority list will be used to determine the order of registration, ties within each of these categories will be resolved using a lottery system:

#### **Toddler Class**

- 1) Priority Registration
  - a) Children from any Infant Cooperative within the NSC Cooperative system. This includes children who have a birthday between 9/1 and 10/31 who were granted an age exemption.
  - b) Siblings of children currently enrolled in Victory Heights Cooperative School.
  - c) Siblings of alumni of Victory Heights Cooperative School.
- 2) Open Registration
  - a) All other children will be enrolled during open registration on a first come, first served basis.

#### **Pre-3s Class**

- 1) Priority Registration
  - a) Children enrolled in Victory Heights Toddlers class the previous school year. This includes children who have a birthday between 9/1 and 10/31 who were granted an age exemption.
  - b) Siblings of children currently enrolled in Victory Heights Cooperative School.
  - c) Siblings of alumni of Victory Heights Cooperative School.
- 2) Transfer Registration
  - a) Children enrolled in the NSC Cooperative School system wishing to transfer to Victory Heights Pre-3s class.

- 3) Open Registration
  - a) All other children will be enrolled during open registration on a first come, first served basis.

### **3-4s Class**

- 1) Priority Registration
  - a) Children enrolled in Victory Heights Pre-3s class the previous school year. This includes children who have a birthday between 9/1 and 10/31 who were granted an age exemption.
  - b) Siblings of children currently enrolled in Victory Heights Cooperative School.
  - c) Siblings of alumni of Victory Heights Cooperative School.
- 2) Transfer Registration
  - a) Children enrolled in the NSC Cooperative School system wishing to transfer to Victory Heights 3-4s class.
- 3) Open Registration
  - a) All other children will be enrolled during open registration on a first come, first served basis.

### **4-5s Class**

- 1) Priority Registration
  - a) Children enrolled in Victory Heights 3-4s the previous school year. This includes children who have a birthday between 9/1 and 10/31 who were granted an age exemption.
  - b) Siblings of children currently enrolled in Victory Heights Cooperative School.
  - c) Siblings of alumni of Victory Heights Cooperative School
- 2) Transfer Registration
  - a) Children enrolled in the NSC Cooperative School system wishing to transfer to Victory Heights 4-5s.
- 3) Open Registration
  - a) All other children will be enrolled during open registration on a first come, first served basis.

## **Section 3. Tuition**

Cooperative tuition fees are subject to change on approval of the School Board. During the period of enrollment, members are responsible for paying full Cooperative tuition for each payment period whether a child attends school on every class day in the period, and whether school is canceled for any reason, including weather-related reasons.

### **3.1. Payment**

- A non-refundable \$40 registration fee is due upon confirmation of enrollment.
- September tuition must be paid at the Spring Orientation Meeting or as soon as a space is offered.
- May tuition is due in December and collected before winter break.
- Tuition must be received no less than seven (7) days after the monthly Parent Meeting, and can be made at the time of that monthly meeting, or may be put into the appropriate Class Financial Rep folder at the school.
- The PAC Scholarships are awarded approximately one-to-two months after the application deadline. Given the timing of the awards, members will need to make full tuition payments until the School Treasurer receives notification that a member has been awarded a PAC scholarship. If this causes an undue burden on the member family, alternate payment arrangements can be made with the School Treasurer during the interim period.

### **3.2. Refunds of Cooperative Tuition**

- Any prepaid September or May tuition is refundable only if a replacement of my child's space is filled by my departure date.
- Other quarterly and annual prepaid tuition will be refunded on a pro-rated basis if a Member has given four (4) weeks-notice of withdrawal to the Parent Coordinator.
- If the opening cannot be filled, the withdrawing Member's paid tuition for the month of withdrawal will be refunded at the discretion of the School Board.

### **3.3. Nonpayment of Cooperative Tuition**

If a member's Cooperative tuition is overdue by fourteen (14) days and payment arrangements have not been made with the Class Financial Rep, the Class Financial Rep shall notify the School Treasurer of the delinquency. Failure of a Member to pay tuition in a timely manner may be cause for dismissal from the Cooperative.

### **3.4. NSC Scholarships for Cooperative Tuition**

The NSC Parent Advisory Council (PAC) has a scholarship fund available to families participating in the Parent Cooperative school system. Scholarships are awarded based on financial need to those families who could not otherwise afford to participate in the Cooperative experience, or to those experiencing a temporary financial emergency.

PAC Scholarships can provide up to 50% of tuition costs. Application forms are available from the School Treasurer. Completed forms need to be sent directly to PAC. Applications must be submitted quarterly to be considered. PAC Scholarship applications are due:

- 3rd Friday of September for Fall Quarter
- 1st Friday of December for Winter Quarter
- 1st Friday of March for Spring Quarter

### **3.5. In-house Scholarships**

Each year, Victory Heights Cooperative designates funds in their annual budget to be available for In-House Scholarships. The In-House Scholarship funds are available as a supplement to scholarships received from the NSC Parent Advisory Council as well as on an emergency basis.

The scholarship money will be awarded on a first-come, first-serve basis for all those who qualify. To preserve confidentiality, all scholarship requests brought to the School Board will remain anonymous unless the member consents to disclosure.

To apply, contact the School Treasurer. Guidelines for In-House Scholarships are as follows:

- The PAC awards scholarships up to a maximum of 50% of the monthly school tuition. (Note that PAC scholarship funds do not cover the NSC Quarterly Fee). Only members who are awarded a PAC Scholarship will be eligible for a supplemental In-House Scholarship. The school may award a supplemental In-House Scholarship of any amount up to a maximum of 25% of the remaining cost of tuition
- Members may apply for a supplemental In-House Scholarship by completing a written request to the School Treasurer once PAC has awarded its scholarships. The School Treasurer will bring the request to the Board for approval.
- Supplemental In-House Scholarships must be applied for on a quarterly basis in conjunction with the PAC Scholarships.

### 3.6. **Emergency In-House Scholarships**

- Emergency scholarships are available on a case-by-case basis for members with emergency needs that fall outside the PAC award schedule.
- Members may apply for an emergency scholarship by written request that describes the circumstances leading to the request and the amount requested to the School Treasurer at least one week prior to the tuition due date. The School Treasurer will bring the request to the School Board for approval.
- The school may award an Emergency Scholarship in an amount up to a maximum of 50% of the monthly school tuition.
- Emergency In-House Scholarships may be awarded for a period of one to three months.
- Members in need of scholarship funds beyond this period must apply for a PAC scholarship the following quarter.

## **Section 4. NSC Tuition**

All Members shall register on-line for 3 credits per enrolled child, per quarter and pay quarterly tuition to NSC for their enrollment in NSC's Parent Education Program. If another adult, as defined in the Caregiver Policy covered in Section 7, regularly attends class or evening meetings, they will be required to register quarterly for an additional 1 credit at NSC.

## **Section 5. Fundraising**

Members are required to participate in Cooperative fundraising efforts, as determined by the School Board and directed or informed by the Class Financial Rep. The Cooperative may undertake additional fundraising projects to raise money for special projects.

## **Section 6. Class Sessions and Calendar**

### **6.1. Class Sessions**

#### **Toddler Class:**

- The Cooperative will be in session one (1) time per week, for approximately two (2) hours per session.
- Session is from 11:00 a.m. – 1:00 p.m. on Thursday.

#### **Pre-3s Class:**

- The Cooperative will be in session two (2) times per week, for approximately two (2) hours per session.
- Sessions are from 9:00 a.m. – 11:00 a.m. on Tuesdays and Thursdays.

#### **3-4s Class:**

- The Cooperative will be in session three (3) times per week, for approximately two and one-half hours (2.5) per session.
- Sessions are from 9:00 a.m. – 11:30 a.m. on Mondays, Wednesdays and Fridays.

#### **4-5s Class:**

- The Cooperative will be in session four (4) times per week, for approximately three (3) hours per session.
- Sessions are from 12:30 p.m. – 3:30 p.m. on Mondays, Tuesdays, Wednesdays and Fridays.



## **6.2. Preschool Calendar**

- The preschool year begins the week after the start of the Seattle Public Schools. The Cooperative calendar will follow the Seattle Public Schools calendar for holidays and vacations. The Cooperative will be open during Seattle Public Schools Teacher(s) In-service days and Parent Conferences. The last day of school immediately proceeds Memorial Day.
- When the Seattle Public School District is closed because of weather conditions:
  - Victory Heights Cooperative School is closed.
  - Evening parent education meetings are cancelled.
- When the Seattle Public School District is running late because of weather conditions:
  - Morning Cooperative programs will be closed.
  - Afternoon programs and evening meetings for Parent Education and business meetings may meet; the decision to cancel the afternoon programs should be made in joint consultation between the Teacher(s) and the Class Chair(s).
- Rescheduling of Cancellations
  - Parent Education meetings cancelled due to weather conditions must be made up. The Parent Educator and the Class Panel will establish a make-up meeting or assign homework in lieu of a make-up meeting.
  - The Cooperative program sessions due to inclement weather do not have to be made up. The School Board, the Teacher(s), and the Parent Educator will be responsible for decisions regarding any possible make-up sessions.

## **Section 7. Parent Responsibilities**

### **7.1. Parent Enrollment Agreement**

An agreement between participating parents and Victory Heights Cooperative School shall be drawn up and considered binding; each participating parent who will assume the duties as enumerated therein shall sign it. Failure to do so will result in membership review by the School Board. This Parent Enrollment Agreement is available in Appendix D: Parent Enrollment Agreement.

### **7.2. NSC Requirements**

In the NSC Cooperative Model, Parent Education is the foundation of the Cooperative program and consists of three elements: (1) participation at the Parent Education portion of the monthly Parent Meetings, (2) participation as a Parent Teaching Assistant during school sessions once per week, and (3) participation in the management and operation of the Cooperative.

### **7.3. Meeting Attendance**

A requirement of Cooperative membership is attendance at each monthly Parent Meeting. A portion of each Parent Meeting is devoted to Cooperative business, with the remainder devoted to a parent education seminar facilitated by the Cooperative's assigned Parent Educator. Participation at Parent Meetings fulfills the Member's requirements as a student at NSC. A Joint Member parent may attend the Parent Meetings in place of his/her Member partner up to twice a quarter. If both parents are attending Parent meetings regularly then the second parent must register for one credit through NSC.

#### **7.4. Meeting Sessions**

Parent Meetings shall be held pursuant to a schedule determined by each Class at the Spring Orientation Meeting and accepted by the members at the September Fall Orientation Meeting.

#### **7.5. Missed Meeting Policy**

The Class Secretary records attendance and tracks missed mandatory Parent Education/Class Meetings. If a parent is unable to attend a Parent Education/Class Meeting they must read the meeting minutes, notify the Class Secretary they have read the minutes, and check in with the Parent Education Instructor to get any handouts.

- Parents may miss one meeting per year without being required to complete a make-up activity. For any missed meeting beyond the first one an additional make-up activity is required. Our affiliation with North Seattle College requires that parents participate in Parent Education “homework” to fulfill their college class and Parent Enrollment Agreement requirements.
- To complete the required make-up activity parents should fill out the Missed Meeting Form signing and returning this form to the Class Secretary and completing a Parent Education assignment coordinated with the Parent Education Instructor before the next Parent Meeting.

#### **7.6. Work Related Responsibilities**

- Work in an assigned area of the classroom one day per week.
- Attend monthly parent education/business meetings.
- Perform a Cooperative Job. See Appendix A: Cooperative Jobs for descriptions
- Transport the child to and from preschool each school day.
- Follow guidelines in the signed Parent Enrollment Agreement.
- Participate in the school cleaning session each year per the class schedule.
- Participate in Cooperative fundraising efforts

#### **7.7. School Cleaning Schedule**

The school shall be cleaned every weekend during the school year: Sept – Dec is done by the 4-5s Class, Dec – Feb is done by the 3-4s Class, Feb – April is done by the Pre-3s Class and April – May is done by the Toddlers Class. In addition, School Set-Up is done by the 4-5s Class, Mid-Year cleaning is done by the Pre-3s Class, and School Close-Up is done by the 3-4s Class.

- Participation in school cleaning is a requirement for all enrolled families. Families share the responsibility for all sessions assigned to their class(es).
- If there are more families enrolled than cleanings per class, they will be assigned tasks equivalent to a weekend cleaning to complete independently.
- Class Panel and School Board members participate in School Set-Up, Mid-Year Cleaning, and School Close-Up but are exempt from class weekend cleanings.

#### **7.8. Absences**

If a parent/caregiver/grandparent is unable to attend school on the day he/she is assigned to work in the classroom, the parent must find a substitute. In classes where an on-call program is in place, the parent must do their due diligence in finding a substitute before using the on-call parent. If a working parent cannot find a substitute, the parent’s child(ren) is (are) not allowed to attend school that day and the parent must notify the Teacher(s) before the start of school.

## 7.9. Health

- As of December 9, 2013, NSC no longer requires parents to obtain TB test results to assist in the classroom.
- Prior to the first day of class, members must submit a Washington State Certificate of Immunization Status form for their child, as required by state law.
- Members are responsible for having their children in good health when attending school and are required to notify the class Health & Safety Officer immediately if their child contracts a contagious illness.
- Members must abide by school safety and health rules as described in the Health & Safety section in this Handbook and the [NSC Risk Management Manual](#).
- Members must complete, sign and turn in an Emergency Medical Form, Family Medical Form, and an Immunization Record for each child before he/she can attend school. These forms are all a part of a forms packet distributed by the class Parent Coordinator.

## 7.10. Safety of the Children

- Strict adherence to the [NSC Risk Management Manual](#) is required of all members and employees of the Victory Heights Cooperative School.
- Attendance parent must be stationed at the classroom door when class is over to make sure children are paired with their parent/caretaker/or alternate assigned grown-up before leaving the building. Once a parent has left the building with the child(ren), it is the parent's responsibility to make sure the child(ren) is (are) safe outside the building or on the playground
- The front door must be closed and locked during class.
- The Cooperative must have on file a list of people regularly authorized to take a child out of the Cooperative. A "Child Release Form—Regularly Authorized Adults" must be completed at the beginning of the year. Please update the form then notify the Teacher of any changes. For one-time only occasions, notify the attendance parent and note the attendance sheet.
- All members must observe these safety rules in the classroom.
- All areas must be supervised at all times. If a parent leaves an assigned area, there must be another adult to cover the area.
- Pathways to the exits must remain clear in the event of an evacuation.
- Floors are to be kept free of spills, toys, or other tripping hazards.
- Hot beverages are not allowed in the classroom.
- Remove anything appearing to be hazardous (e.g., broken toys) and report the problem to the Teacher(s).
- Check outdoor stations for any hazards.
- No fewer than two adults must always be present with children, including those children needing restroom assistance.
- Children are not allowed to hurt themselves, other children, or adults. Likewise, adults set a positive example by not using physical punishment.
- Children are not allowed to damage equipment or toys.
- Weapons are not used/allowed at school. Violent play, extremely aggressive play, or gun play (even with fingers or sticks) should be gently redirected. This also applies to show and tell days.
- Victory Heights Cooperative School is a Smoke Free Environment. Do not smoke inside the building or outside the building, including the surrounding playground area.
- Victory Heights Cooperative School is a peanut and nut free environment. No nuts, nut products or nut oils of any kind are allowed in the school. The Health & Safety Officer will notify the members yearly, or as necessary, of any allergies among the students or parents.
- When members participate in any activity held at the school with children other than regularly scheduled classes, all parents must share the responsibility for the safety of the children, strictly adhering to the policies of the [NSC Risk Management Manual](#) and the safety requirements expressed in this Handbook.
- Classroom security is every adult's responsibility while at school. We meet in a semi-urban location, and should be aware that neighbors/strangers may wander onto the playground or other common park areas during class time. If any Cooperative parent/adult sees a person in the outdoor classroom or school that they do not recognize, and feels uncomfortable for any reason they should immediately redirect the children into another area or inside. Ask for assistance from other parents as necessary.

### **7.11. Non-enrolled children**

Siblings of the Cooperative enrolled children, and other non-school children under the supervision of a school parent, are not allowed at the school facility except during drop-off and pick-up times, and shall remain under close supervision by the responsible adult during these times.

### **7.12. Alternate Caregiver Policy**

“Caregiver” is defined as “an adult other than a parent who attends school regularly with an enrolled child.” A Caregiver may attend on behalf of one family only. This Caregiver Policy shall be activated any time a parent anticipates sending their child to school with a Caregiver more than two (2) days per quarter. This policy does not apply if a parent is occasionally unable to attend school and sends a caregiver, babysitter, or relative in his/her place. The number of participating caregivers per year may be limited at the discretion of the Class Panel and the Teacher(s), though it is recommended that there be no more than two. If multiple nannies are working in the classroom, their assigned workdays will be evenly distributed between the class sessions. If at any point the Caregiver will no longer be attending the class, the Parent is responsible for notifying the Class Panel and Teacher as soon as possible.

Under this policy, the Caregiver is responsible to:

- Rotate through the classroom work schedule including Snack
- Enroll for 1 credit at NSC each quarter
- Attend orientation meetings
- Read this Parent Handbook and sign the Parent Enrollment Agreement
- Attends fall and spring orientations
- Follow all the Health & Safety policies

In evaluating the family’s request, the Caregiver may be required to meet with the Teacher. If the family wishes to change to a different Caregiver, permission must be obtained from the Teacher and the Class Panel.

Permission to use a Caregiver may be revoked at any time for failure to comply with these rules, or any other rules of the co-op.

When the Cooperative Member advances on to the next Victory Heights class and will continue to use a Caregiver:

- The Parent can request from the Teacher to provide an honest and candid referral to the existing class Parent Coordinator, Teacher and Class Panel.
- The standing Class Panel of the next class (ex: 3-4s panel for incoming Pre-3s family) has the final approval for an incoming Caregiver. This permission must be obtained every year.

## **Section 8. Multiples Policy**

- A maximum of 2 multiples families (or 4 multiple students total) may register per class each school year.
- Families of multiples must register and pay tuition for one adult to NSC (based on class enrollment), one Cooperative tuition for each child, and one registration fee per family.
- Families of multiples are expected to volunteer for two Cooperative jobs or one School Board position. To provide support to the parents of twins (or other multiples) and to facilitate each child's ability to be independent, the group shall make every effort to ensure the parent is assigned only one workday per week. The number of committee assignments and cleaning days required of the parent shall be negotiated with the Class Panel with approval of the full class membership.

## **Section 9. Family Leave**

Members experiencing the birth (including adoption) of a new child shall inform the Class Panel of the need for

family leave, which shall be granted for up to six (6) consecutive calendar weeks leave of absence to be taken within two calendar months of the birth or adoption.

- During leave, members shall be excused, without obligation, from all Cooperative responsibilities including participation in monthly Parent Meetings. The member is expected to read the Parent Meeting minutes.
- The Class Scheduler shall arrange for coverage of members' work days and committee responsibilities during leave periods. Leave periods may begin, end, or include scheduled class breaks (i.e. Winter Break, Mid-Winter Break, Spring Break, Summer Break).
- Should there be extenuating circumstances requiring a longer leave (e.g. doctor ordered bed rest, the birth of multiples, or any other complications related to pregnancy or adoption), the Class Panel will review the situation on a case-by-case basis to grant additional leave. In such situations, the Class Panel may approve modifications regarding classroom work requirements. In making any modifications, the Class Panel shall consider the families' circumstance, as well as to the application of fairness among all families of the Membership. If an extension to the six (6) week leave is required, the Member must contact the Class Panel prior to the end of their leave to request an extension.
- Members experiencing a health-related or family emergency shall inform the Class Panel of the need for leave. Major illness, hospitalization, and/or death in the family shall be dealt with on a case by case basis.

## **Section 10. Babes in Arms**

There is an exception to the sibling policy for newborn infants in the Toddler and Pre3s classes only. To support new parents, an infant may accompany a parent on their workday.

- The adult/child ratio of 1 adult to 2 children must be maintained.
- The infant may accompany the parent until the infant turns six months.
- One infant per workday is allowed. Short term exemptions may be granted by the Class Panel. Priority is given to the youngest infants.
- The infant must be on the roster and the daily attendance sign in sheet.
- Infant Health and Safety paperwork is maintained during the time the child attends.
- Infant is in a front carrier to maintain safety. Infant seats, strollers and playpens are not allowed.

## **Section 11. Professional Staff**

### **11.1. Parent Educator**

The Parent Educator, assigned by NSC, has the following responsibilities:

- Planning and conducting the Parent Education portion of the monthly Parent Meetings.
- Assisting Members and the School Teacher(s) in the classroom.
- Attending all Cooperative Class Panel and Parent Meetings and serving as a resource to the members and Teacher(s).
- Attending at least one School Board meeting and serving as a resource to the School Board.
- Attending staff meetings and training sessions held at NSC and serving as a liaison between the Cooperative and NSC.

### **11.2. Teacher Responsibilities**

The School Teacher(s) have the following responsibilities:

- Planning and supervising the children's activities with the assistance of the cooperative members and Parent Educator.
- Supervising cooperative member participation in the classroom.
- Attending all Class Panel and Parent Meetings, including planning sessions and Orientations.
- Recommending and/or selecting curriculum materials for purchase, subject to the Cooperative's budget.
- All expenditures over \$75 must be approved by the School Board.
- Attending meetings and workshops scheduled for professional development by staff at NSC.

### 11.3. Teacher Contract

A contract between Victory Heights Cooperative and a Teacher shall be made and considered binding. The School Chair and School Treasurer sign the Teacher's contract on behalf of the Cooperative.

- A Teacher's contract may be terminated by majority vote of the Cooperative (one-half plus one) and upon one month's notice or one month's severance pay. A Teacher's contract may be terminated immediately if (a) a majority of the School Board finds that the Teacher's continued employment is detrimental to the well-being of any of the children, or (b) NSC terminates the Cooperative's school program.
- A School Teacher(s) may terminate his/her contract by giving thirty (30) days' written notice to the School Board. If a Teacher terminates his/her contract, he/she is not entitled to severance pay.
- The decision to hire a new Teacher shall be made by a majority vote (one-half plus one) of the School Board on or before March 1, and the School Board shall promptly notify the current Teacher of that decision.
- The Teacher will inform the School Board no later than March 1 as to whether s/he desires to return for the following school year. If a decision is made to renew a Teacher's contract, a contract must be renegotiated by March 31 and signed by April 15. For good cause, the dates set forth above may be extended by mutual consent of the parties.
- The School Board is responsible for reviewing the written performance evaluation of the Teacher and making a recommendation to the membership regarding the Teacher's contract renewal or termination.
- The School Board is responsible for appointing and supervising a Teacher(s) Selection Committee, if needed, to recruit, interview and hire a new Teacher(s). The Teacher(s) Selection Committee shall consist of at least one School Board member, at least one non-Board member, and the Parent Educator. The School Board is responsible for negotiating or appointing a contract committee to negotiate a Teacher(s) Contract.

### 11.4. Teacher Disciplinary Action and Termination

- Any specific problems with the teacher's performance must be brought to the attention of the Parent Educator, who must then notify the teacher in a timely fashion.
- The Parent Educator and the School Board will keep all related information confidential except as necessary to investigate and to communicate with those directly involved.
- Upon the consultation with the Parent Educator, the School Board may immediately terminate a teacher for committing gross misconduct, such as criminal behavior or dishonesty.
- For any other act of material deficiency in performance or refusal to abide by the Bylaws or Standing Rules, the School Board first engages in progressive discipline before taking disciplinary action.
  1. For the first material deficiency or refusal, the School Board (directly or through the Parent Educator) must give the teacher a verbal warning.
  2. For the second material deficiency or refusal, the School Board (directly or through the Parent Educator) must give the teacher a written warning with a specific performance improvement plan that allows the teacher a minimum of 30 calendar days to improve before any further disciplinary action may be taken against the teacher.
  3. For the third material deficiency or refusal, upon consultation with the Parent Educator, the School Board may then terminate the teacher's employment from the preschool by two-thirds vote of the School Board, with voting by secret ballot.
- All grievances and disciplinary actions will be archived for a period of 18 calendar months and may be used by the School Board to support future disciplinary action within this time up to but not limited to dismissal if deemed necessary. Expired warnings would only be considered if dismissal would be appropriate in the absence of any mitigating factors (Just Cause).

## **Section 12. Member Grievances and Dismissal**

Grievances between the cooperative members are handled by the Class Panel. If the Class Panel cannot reach a solution, then the grievances will be brought before the School Board.

- The aggrieved party shall contact their Class Chair/Panel Buddy and explain the problem.
- The Class Chair/Panel Buddy will immediately form a Class Panel Grievance Group (consisting of the Class Chair, Parent Coordinator, Class Secretary, and Class Financial Rep) to discuss and mediate the situation. The Class Chair will also inform the Teacher(s), Parent Educator and all parties involved as to the problem.
- The Class Chair/Class Panel Buddy will act as a mediator between the parties to seek a mutually agreed upon solution. If any member(s) of the Grievance Panel is involved in the grievance the Class PAC rep and/or Health and Safety officer shall join the panel in their place.
- Should the mediation through the Class Grievance Group fail to reach a solution, or at the request of any party, the School Chair will be informed of the grievance and appoint a Board Grievance committee.
- The Board Grievance committee shall consist of five people, including two members of the Board, one parent not serving on the Board, and the Parent Educator and Teacher(s), both of whom will serve in an advisory capacity only.
- The Board Grievance committee will evaluate the problem and make a recommendation to the School Board regarding its settlement. The School Board will decide on a settlement, which will be final and binding. The decision of the School Board must comply with these Standing Rules, the Bylaws of Victory Heights Cooperative School, and all contracts in place at such time.
- All grievances shall be resolved within thirty (30) days of the aggrieved party's initial contact with the Class Chair/Panel Buddy or School Chair unless other arrangements have been made/agreed upon.
- Any Parent or Guardian who fails to perform the duties outlined in the Parent/Assistant Teacher Agreement, standing rules or the Bylaws in the Parent Handbook may be dismissed from the cooperative.
- The School Board shall notify any member in writing that they are considering dismissing the member two (2) weeks prior to a vote on such dismissal. The notice shall include date time and location of the vote on dismissal. The member will have an opportunity to address the School Board prior to any vote on his or her dismissal.
- Upon two-thirds vote of all the School Board members, via secret ballot, a member shall be dismissed. Any member being dismissed from the Cooperative will be notified immediately in writing by the School Secretary. Dismissal from the Cooperative may be appealed to the School Board within two weeks. The School Board's decision on the Members Appeal is final and binding. The Member will be notified in writing within one week of the School Board's decision.

## **Section 13. Hardship**

If any member faces difficulty in maintaining compliance with the policies outlined in the Victory Heights Cooperative Parent Handbook, the member may appeal to the School Board in writing for an exception. The School Board will review the request and place the exception to a vote. The requesting member will be notified in writing on the approval or rejection of the request.

## **Section 14. Facilities**

The School Liaison signs the lease with Seattle Parks and Recreation on behalf of the Cooperative.

## **Section 15. Elections and Deliberative Procedures**

- The Bylaws and/or Parent Handbook, or any Policies of Victory Heights Toddlers, Pre-3s, 3-4s, and 4-5s established by these documents may be further altered, amended, or repealed and a new Bylaws and/or Parent Handbook, or Policy may be adopted by the vote of two-thirds (2/3) of the members, following a posting to all members for a minimum of two weeks prior to the vote.
- The following year's budget will be presented to and voted on by the current School Board prior to Spring

Orientation.



## **Bylaws**

### **Article 1. Name**

The name of this nonprofit corporation is *Victory Heights Cooperative Preschool*. The corporation will be referred to as the “cooperative” in these Bylaws.

### **Article 2. Principal Offices**

The initial principal office for the transaction of the business of the cooperative is located at 1747 NE 106th Street, Seattle, Washington. The Board of Directors may change the principal office from this location to another location within this city.

### **Article 3. Purpose & Powers**

This cooperative, in conjunction with North Seattle College of Seattle, WA, is organized to support families with young children by providing programs where children and parents learn together as participants in a college laboratory setting. The preschool shall provide a flexible, stimulating environment in which each child may freely experience, at his or her own rate, a broad range of physical, social and intellectual activities. The preschool shall provide parents with an opportunity to be directly involved in the education of their children and to get instruction in the skills of parenthood. In furnishing services to its members, the cooperative’s operations shall be so conducted as nearly as possible at cost and not for profit. The cooperative shall have all the general or specific powers conferred on this cooperative by the laws of the State of Washington, all of which are hereby expressly claimed.

### **Article 4. Membership**

#### **4.1. One Class of Members; Joint Membership**

The cooperative shall have one class of members, **which shall consist of the parent(s) and/or guardian(s) of a child or children enrolled in one or more of the preschool programs**. The parent(s) and/or guardian(s) of an enrolled child(ren) shall be considered joint members of the cooperative. A single parent or guardian of an enrolled child(ren) shall be considered a member of the cooperative.

#### **4.2. Eligibility for Admission and Membership**

The cooperative admits students of any race, color, gender, religion, national and ethnic origin, age, handicap, or sexual orientation and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, or other school administered programs. Provided, however, a condition of the admission of any child(ren) is that the parent(s) or guardian(s) of such child(ren) shall agree to be member(s) of the cooperative and to comply with all the policies, rules and regulations of the cooperative.

#### **4.3. Voting Rights**

Each member or joint member shall be entitled to one undivided vote on each matter submitted to a vote of the membership. A joint member vote may be cast by either of the parent(s) or guardian(s) of the child(ren) enrolled in the school.

#### **4.4. Termination of Membership**

The Board of Directors, by an affirmative vote by a majority of the Directors present at any regular meeting at which a quorum is present, may suspend or expel any child(ren) and terminate any member for cause after appropriate notice and hearing, including but not limited to, the non-payment of tuition as herein provided.

#### **4.5. Powers of Members**

The membership shall elect a Board of Directors and Officers at the annual membership meeting. The membership may rescind any action of the Board of Directors by majority vote of the members at a regular membership meeting at which a quorum is present.

#### **4.6. Admission and Membership Eligibility Criteria**

The cooperative may establish tuition requirements and admission standards for students and membership requirements for parents/guardians, which shall be set forth in standing rules, which shall be available to all members and potential members.

#### **4.7. No Personal Liability**

No Member shall be liable to third parties for this Cooperative's acts, debts, liabilities, or obligations. A Member will, however, be liable to this Cooperative for tuition and annual dues and assessments as provided by these Bylaws and for other contractual obligations of the Member to this Cooperative or as may otherwise be agreed to by this Cooperative and the Member.

### **Article 5. Meetings of Members**

#### **5.1. Annual Meeting**

The annual meeting of the members shall be held in spring of each year and known as the "Victory Heights Social". Such annual meeting shall be held at such place and time as designated by the Board of Directors.

#### **5.2. Special Meeting**

Special meetings of the members may be called by the President, or a majority of the Board of Directors, or not less than 50% of the members.

#### **5.3. Notice of Meetings**

All notices of meetings of members shall be sent or otherwise given not less than ten (10) days before the date of the meeting. Such notice shall state the nature of the business expected to be conducted and the time and place of the meeting. No business shall be transacted at any special meeting other than that referred to in the notice. Provided, the failure to give notice or of any member to receive notice shall not invalidate any action taken at the meeting if a quorum was present.

## **5.4. Quorum**

At any meeting of the members of the cooperative, a majority of the members shall constitute a quorum for any and all purposes; if a quorum is present, thereafter, the meeting may be conducted until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, provided that not less than one-third of the members are present.

## **Article 6. Board Directors and Officers**

### **6.1. Number and Qualification of Officers and Directors**

The authorized number of Directors shall be no less than three (3) and no more than eleven (11). The Officers of this cooperative shall be a president, a vice-president, a secretary, a treasurer, each of whom shall be Directors. Any two or more of the foregoing offices may be held by the same person, except the offices of president and secretary. One additional Director shall be supplied by each preschool program. Any member in good standing is eligible to be elected as an Officer and/or Director. Membership in the cooperative shall be a continuing qualification to hold office as an Officer and/or Director. Any Officer or Director who ceases to be a member shall be deemed to have resigned as an Officer and/or Director and his/her position shall be deemed vacant.

### **6.2. Election and Term of Officers and Directors**

Officers and Directors shall be elected by the members at the annual meeting of the members. The Officers and Directors so elected shall hold office for a term of one year beginning in June; except for the Treasurer whose term shall begin July 1 or as soon as the outgoing Treasurer has completed the preparation of second quarter taxes and other financial matters related to the previous school year. However, if any annual meeting is not held, or if Officers and Directors are not elected at any annual meeting, they may be elected at any special members' meeting subsequently held for that purpose. Each Officer and Director, including an Officer or Director elected to fill a vacancy or elected at a special members' meeting, shall hold office until expiration of the term for which elected and until a successor has been elected.

### **6.3. Nomination of Officers and Directors**

At the time of the annual meeting, any member in good standing of the cooperative may nominate himself or herself to be an Officer and/or Director. In addition, any member may nominate any other member to be an Officer and/or Director. It is intended that candidates shall be nominated to serve as both an Officer and as a Director or as a Director. Candidates nominated to be both an Officer and a Director shall be voted upon by the membership for both positions at the same time (i.e., on the same ballot).

### **6.4. Vacancies**

Except as otherwise provided by law, vacancies in the Board of Directors, whether caused by resignation, death or otherwise, shall be filled by a vote of the majority of the members of the Board of Directors. A Director thus elected to fill a vacancy shall hold office for the unexpired term of his predecessor and until his successor is elected. If there is a vacancy caused by resignation, death or otherwise of a Director who is also an Officer, any member, including the existing Officers and/or Directors may be nominated for the vacant Officer/Director position. If an existing Director is elected to fill the Officer/Director position of the departing Officer/Director, additional elections shall be held as may be needed until any vacant positions are filled.

## **6.5. Meetings by Conference Telephone or Similar Communications**

Except as may be otherwise restricted by the articles of incorporation or bylaws, members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board of Directors or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

## **6.6. Annual Meeting**

Following each annual meeting of the members, the Board of Directors is authorized to hold a regular meeting for the purposes of organization, and the transaction of other business without further notice of such meeting.

## **6.7. Regular Meetings**

Regular meetings of the Board of Directors shall be held quarterly, or at such times and at such places as the Board of Directors may determine. Oral or written notice of such meetings shall be given not less than 24 hours prior to the time of meeting. But such notice may be waived by all the Board of Directors, and their appearance at a meeting shall constitute a waiver of notice.

## **6.8. Special Meetings**

A special meeting of the Board of Directors shall be held whenever called by the president or by a majority of the directors. Only the business specified in the written notice shall be transacted at a special meeting. Each call for a special meeting shall be in writing or by printed notice given by electronic transmission, stating the place, day and hour of the meeting. Notice of any such meeting of the Board of Directors shall be given at least 24 hours prior to the meeting.

## **6.9. Quorum and Failure of Notice**

A majority of the Board of Directors shall constitute a quorum at any meeting of the Board. The failure to give notice or of any Director to receive notice of a Regular or Special Meeting shall not invalidate any action taken at the meeting if a quorum was present.

## **6.10. Powers and Duties of Directors**

Subject to the limitations provided in the articles of incorporation, other sections of these bylaws, and of Washington law, the business of the cooperative shall be exercised by the Board of Directors. Without limitation, the Directors' powers and duties include the following:

- 1) General supervision and control of the business and the affairs of the cooperative.
- 2) Subject to any applicable policies of NSC, authority to admit and terminate members and to adopt rules and regulations to govern the operation of the cooperative and the members.
- 3) Authority to procure insurance covering general liability of the company for accidents.
- 4) Directors shall provide for installation of an accounting system adequate to meet the requirements of the cooperative.
- 5) To select one or more banks to act as depositories of funds of the cooperative.
- 6) The foregoing enumeration of powers and duties is not intended to be exclusive and shall not limit or

restrict the exercise of the general or specific powers conferred on this cooperative by the laws of the State of Washington.

### **6.11. Reimbursement and Compensation**

The cooperative may reimburse Officers and Directors for actual and reasonable costs of travel, meals, and lodging for attendance at conferences, seminars, and training sessions that are for the benefit of the cooperative if such expenses shall be approved by the Board President (preferably in advance) or if the expense is for the Board President by two other Board officers. Directors serve in a volunteer capacity and will not be entitled to compensation for attendance at meetings or for travel to and from regular and special meetings. No voting member of the Board of Directors, or member of the immediate family of any Board member, shall occupy any position in the cooperative on a regular salary.

### **6.12. Removal of Directors**

A Board member may be removed from office for cause by a two-thirds (2/3) vote of members. Any Board member who resigns or fails to attend at least three (3) consecutive regularly scheduled meetings without cause shall be deemed as having resigned from the Board of Directors.

## **Article 7. Officers and Committees**

The following Officers of the cooperative shall be elected as Officer/Directors by the membership:

### **7.1. President**

The president shall (1) preside over all meetings of the cooperative and of the Board of Directors; (2) call special meetings of the Board of Directors; (3) appoint such committees as the Board of Directors may deem advisable for the proper conduct of the cooperative; and (4) perform all acts and duties usually performed by a presiding officer.

### **7.2. Vice President**

In the absence or disability of the president, the vice president shall perform the duties of the president, provided, however that in the case of death, resignation, or disability of the president, the Board of Directors may declare the office vacant and elect any eligible person president.

### **7.3. Secretary**

The secretary shall keep a full and complete record of all meetings of the cooperative and of the Board of Directors and shall have general charge and supervision of the books and records of the association. The secretary shall sign papers pertaining to the cooperative as authorized or directed by the Board of Directors.

The secretary shall serve all notices required by law and by these bylaws and shall perform such other duties as may be required by the cooperative or the Board of Directors. Upon the election of a successor, the secretary shall turn over all books and other property belonging to the cooperative.

#### **7.4. Treasurer**

The treasurer shall be responsible for the keeping and disbursing of all monies of the cooperative, and shall keep accurate books of accounts of all transactions of the cooperative. The treasurer shall perform such duties with respect to the finances of the cooperative as may be prescribed by the Board of Directors. At the expiration of his term of office, the treasurer shall promptly turn over to his successor all monies, property, books, records, and documents pertaining to his office or belonging to the cooperative.

#### **7.5. Other Officers**

The Board of Directors, as they may deem for the best interest of the cooperative, may provide for the appointment of additional officers to manage the activities and affairs of the Cooperative. Such additional officers may be appointed from within or outside the membership and may, but need not be, members of the Board of Directors.

### **Article 8. Miscellaneous Provisions**

#### **8.1. Books and Records**

The cooperative shall keep the following at its principal or registered office: (a) current copies of the Articles, Bylaws and Standing Rules, if any; (b) copies of correct and adequate records of accounts and finances, including the approval budget; (c) minutes of the meetings of the Board of Directors, Members and any committees; (d) records of the name and address of each of the Members; and (e) such other records as may be necessary or advisable, including copies of all contracts of the Cooperative.

#### **8.2. Standing Rules**

The Board of Directors may adopt such Standing Rules, relating to the amount and payment of tuition and all other matters which the Board of Directors deems appropriate, as the Board of Directors may deem beneficial to the fulfillment of the purposes of the cooperative.

#### **8.3. Amendment of Bylaws**

These Bylaws amend and restate in their entirety the Bylaws of the Cooperative heretofore adopted, as same may have been revised. These Bylaws may be further altered, amended, or repealed and new Bylaws may be adopted by the vote of two-thirds (2/3) of the members.

#### **8.4. Delaying a Vote**

If a Class Chair feels the membership must be consulted on a decision of the Board of Directors, the Class Chair has the right to request a delay on the decision or vote. Each class must then attain a vote of the class membership by the following Board of Directors meeting (regular or special).

#### **8.5. Fiscal Year**

The Cooperative's fiscal year shall end on *June 30*.

## **8.6. Rules of Procedure**

To the extent that it is not inconsistent with the Articles, these Bylaws or applicable law, the most recent edition of Robert's Rules of Order shall govern all questions of parliamentary procedure at meetings of the Board of Directors or the Members.

## **8.7. Dissolution**

Should the Cooperative be dissolved, the Board of Directors shall be responsible for liquidation and disposition of all assets, including equipment and cash on hand. Upon dissolution, all assets remaining after payment of all liabilities shall be distributed to another nonprofit.

## **8.8. Conflict of Interest/Compensation**

No Officer, voting Board member, or Member of the Cooperative shall have any personal financial interest, direct or indirect, in any activity undertaken by the Cooperative. No Board member, committee member, or Officer shall receive compensation for their service, but may receive reimbursement for approved expenditures incurred on behalf of the Cooperative. Board Members, Officers, and Members of the Cooperative shall be eligible to apply for tuition scholarships.

## **8.9. Indemnification, Limitation on Liability and Insurance**

The cooperative may indemnify any director, officer, or former director against all judgments, penalties, fines, settlements, and reasonable expenses, including attorney's fees, in connection with any proceeding to the maximum extent authorized under RCW 23B.17.030, subject to the provisions of Chapter 23B.08.560 RCW, as now enacted or hereafter amended. The risks covered by this indemnification may be protected against by the purchase, maintenance, and payment of premiums for such insurance as in the discretion of the Board is deemed to be appropriate.

## **8.10. Non-Discrimination**

The cooperative will comply fully with all applicable state or federal statutes and regulations forbidding recipients of state or federal financial assistance from discriminating on the ground of race, color, gender, national origin, age, handicap, or sexual orientation. Furthermore, the cooperative shall provide equal employment opportunities without regard to race, color, gender, national origin, age, handicap, or sexual orientation.

## Handbook Certification

This document amends and restates in its entirety any Parent Handbook heretofore adopted, as same may have been revised. This document may be further altered, amended, or repealed and a new Parent Handbook may be adopted by the vote of two-thirds (2/3) of the members, following a posting to all members for a minimum of two weeks prior to the vote, as noted in Section 15 Elections and Deliberative Procedures of the Standing Rules in this Handbook.

I hereby certify that this Amended and Restated Parent Handbook of the Victory Heights Cooperative Preschool was duly adopted by the members of the Cooperative at the parent meeting held on \_\_\_\_\_. This Amended and Restated Parent Handbook takes effect on \_\_\_\_\_.

I have filed a signed copy of this document with the Cooperative.

Secretary: \_\_\_\_\_



## Record of changes

Change description	Date Changed/Ratified
Drafted as a part of the transition from four independent classes and cooperatives to one combined school and cooperative.	
Fixed typos and cross-references in Appendix A: Cooperative Jobs	3/22/17
Converted to Google Docs format; updated wording of Babes in Arms policy (Demetra Manaois)	8/11/17
Updated page numbers in TOC and formatting of section headings (Cynthia Hagan)	8/12/17

## Appendix A: Cooperative Jobs

Every family is assigned a job to support the functioning of the Co-op and class:

**School Board:** oversees the functioning of the school

**Class Panel:** handles the business for each class

**Cross-Class Committees:** work together to accomplish shared goals across classes

**School Roles:** filled by a member from one class but does work that benefits the entire school

**Class Roles:** focus on achieving the specific goals of an individual class.

### Role of the School Board and Class Panels:

- These groups discuss the needs and concerns of the group.
- The officers are special supporters of the co-op and keep attuned to areas that might need improvement or situations that might be brewing discontent. In this way, problems can be handled quickly and resolved so that the co-op can move on in a positive way.
- In addition to the work of the School Board and Class Panels, each elected officer has a certain role and specific tasks to be performed in the group. It is recommended that each officer keep a notebook and task calendar to be passed on to incoming officers.
- The School Board functions as a leader of the co-op in maintaining its nonprofit status and fiscal responsibilities, and in an advisory capacity in which it makes decisions for the group in accordance with the by-laws and standing rules. Both the School Board and Class Panels serve as a clearinghouse for ideas, reports, and concerns for which any officer or individual may have.
- The School Board meets quarterly with meetings open to any member. The Class Panels meet monthly with meetings open to any class member.
- Minutes are kept of all board and panel meetings and are available to all interested members.
- Activities include the following:
  - recommending equipment and supply purchases
  - overseeing major building maintenance
  - renegotiating the building lease agreement
  - proposing class time changes
  - being fiscally responsible
  - recommending hiring procedures and paying teachers
  - developing and promoting standing rule revisions
  - planning for an easy transition period from year to year
  - staying in compliance with North Seattle College Parent Education Program's directives.

### School Board Members:

- School Chair
- School Vice Chair
- School Treasurer
- School Liaison
- School Secretary
- Class Chairs
- Advisory members: Parent Ed Instructors and Teachers
  
- In addition, class panel members and cross-class committee leads are welcome to participate as interested/needed, with PAC reps asked to alternate attendance

### Class Panel Members:

- Class Chair

- Class Secretary
- Financial Representative & Fundraising (also member of a Cross-Class Committee)
- Parent Coordinator (also member of a Cross-Class Committee)
- Advisory members: Parent Ed Instructor and Teacher

**Cross-Class Committees:**

- Arts and Crafts
- Health and Safety
- Maintenance
- Special Events

**School Roles:**

- School Bookkeeper
- School Library/Book Club Organizer
- School Pet & Furnace Room Caretaker
- School Purchaser

**Class Roles:**

- Class Field Trip Coordinator
- Class PAC Representative
- Class Photographer
- Class Teacher's Substitute & Childcare

**School Board Positions (Filled by members of all classes)**

All School Board members attend PAC sponsored leadership workshop/classes and act as a sounding board for co-op members through a Class Chair buddy system. Must read and be familiar with the Handbook and VHCP policies.

**School Chair:**

Responsible for all business details needed for the smooth operation of the co-op as described in the by-laws and standing rules. Prior cooperative experience is recommended:

- Creates and maintains a positive working relationship with Class Panels
- Prepares agendas and conducts quarterly School Board meetings (4x per year)
- Uploads agendas to school Drive and sends to membership 14 days prior to meeting date
- Signs the annual Parent Education agreement between NSC and VHCP
- Oversees the business details and coordinates the planning that is necessary for the operation of VHCP
- Co-signs on school checks
- Responsible for checking school mailbox
- Responsible for checking and ensuring the "Occurrence Log" is up to date
- Distributes and oversees annual employee evaluation and rehiring process (or establishes a hiring committee)
- Facilitates negotiations with employees for teacher contract renewal by March 30th and for bookkeeper's contract by May 31<sup>st</sup>
- Uses school email address [vhcpseattle@gmail.com](mailto:vhcpseattle@gmail.com) for school-wide messages to entire membership

**School Vice Chair/Scheduler/Google Admin:**

Google Drive Administrator for all 4 classes and caretaker of the school calendar. Knowledge of the Google

platform is recommended:

- Responsible for granting access and working permissions for school and class accounts
  - School account includes: School Board Google Group, school Google Drive, school Google Calendar
  - Class accounts include: class Google Groups, Class Panel Google Groups, and class Google Drives
- Maintains login accounts for all school business. This includes Parent Coordinators' emails, School Chair email, School Liaison email, and Bookkeeper login information
- Creates, cross-references and publishes all pertinent school calendar information. This includes school and class parent meeting days, special events, orientations, cleanings, holidays, and meeting times for the VH Community Council (VHCC)
- Works closely with Parent Coordinators and Class Secretary/Schedulers from all 4 classes to maintain membership class rosters and calendars current
- Is responsible for keeping the School Board and inter-class committee rosters available and accessible on both Drive and on bulletin board (over the phone) at school
- Creates/offers live or recorded web training for Google platform for classes, Class Panels and School Board
- Coordinates and assigns class weekend cleanings schedule and summer playdate schedule
- Responsible for checking completed weekend cleaning checklists to ensure cleanings took place
- Has access to the school email address [yhcpseattle@gmail.com](mailto:yhcpseattle@gmail.com)
- Uploads minutes for all 4 classes and School Board meetings to appropriate designated places; Drives, bulletin boards, and digitally distributes to entire co-op membership via Class Google Groups
- Coordinates snack/refreshment assignments and rotating PAC Rep attendance schedule for School Board Meetings (4x year)
- Co-signs on school checks
- Fills in for the School Chair if necessary

#### **School Treasurer:**

Partners with the Bookkeeper to provide competent financial leadership to the cooperative:

See financial roles and responsibilities table [below](#) for detailed role description

#### **School Liaison:**

School Liaison acts as the point contact person to the cross-class committees, Victory Heights Community Council and with the Parks department.

- Connects members of the cross-class committees:
  - Each committee is to "elect" a committee head for the school year. These cross-class committees include: Health & Safety, Maintenance & Repair, Parent Coordinator, Financial Rep, Arts and Crafts and Special Events
  - Keeps a timeline for each cross-class committee and reminds/tracks important actions. For example, the Health and Safety officers need to keep in compliance with the Risk Management Manual by inspecting the preschool building and providing a report on a quarterly basis
  - Is the point person for any questions or concerns that arise within the cross-class committees
  - Checks the Maintenance Log frequently (over the phone) and notify listed Maintenance Committee volunteers when repairs are requested
- Responsible for the function and operation of the VH Preschool building. This is done in partnership with Seattle Parks and the cross-class Maintenance committee
  - Maintains relationship with Seattle Parks and Recreation Department. Contact information is available on the Google Drive
  - Is point person for understanding School and Parks Dept responsibilities in the lease
  - Negotiates lease extensions, renewals and new leases when needed. Our current lease runs through May 2018 and is up for renewal every 5 years. 2018 lease request is in progress
  - Updates lease documentation on the Drive every year to support the next lease negotiation. These documents include the Public Benefit Offset (PBO) and Annual Treasurer's Report (ATR)

- Notifies Parks in advance of any maintenance and improvements planned by the school (knob replacements, painting). Request Parks to complete any necessary maintenance of building structure and subsystems
- Hosts Parks contact for a site inspection tour of the facility during the school year and again at year end
- Checks out and recollects keys (9) as needed from the three teachers, School Board members and Class Chairs

### **School Secretary/Communications/Marketing:**

Is the caretaker of school forms, newsletters, record logs and minutes:

- Takes minutes and attendance of business transacted at every School Board meeting (4x per year)
- Assigns School Board members a Class Chair for buddy system
- Prints and posts School Board meeting minutes no later than 2 weeks from the meeting date. School Vice Chair will upload and digitally distribute to the entire co-op membership
- Creates, prints, posts a quarterly newsletter for the co-op membership. Template is on the school Drive. School Vice Chair will upload and digitally distribute to the entire co-op membership
- Takes submissions of what to include in the newsletters.
- Writes thank you notes to individuals or companies contributing to the school
- Maintains ample copies of class file box inserts (Missed Meeting Forms, donation receipts, reimbursement forms, scholarship applications) and the School Log Binder (fire/earthquake drill records, site inspections checklist, lice clean-up checklist and incident reports). Please use the school copier. Home printing is welcome but will not be reimbursed.
- Maintains and posts “Maintenance Log” (over the phone) for the current year’s Maintenance Committee
- Maintains Victory Heights webpages at NSC
- Promotes openings in Victory Heights classes prior to and during spring registration and throughout the year as needed
- With the assistance of the Parent Coordinator Committee, takes lead in hosting and preparing Open House & North Seattle College Open Registration material which includes; updates to Registration Roadmap dates, Open Registration flyer from PAC, ample copies of printed marketing material and Parent Coordinator contact on applications. These are all on the Drive.
- Maintains Parent Coordinator “Fall Orientation” packet

### **Class Panels**

All Class Panel members attend PAC sponsored leadership workshop/classes and act as a sounding board for class member concerns through a Class Panel buddy system. Must read and be familiar with the Handbook and VHCP policies.

#### **Class Chair:**

- Plans agendas and conducts monthly Class Panel and parent meetings and others as needed
- Sends School Vice Chair final monthly agendas for uploading to the School Drive
- Works with parents and ensures that they are fulfilling their committee responsibilities
- Creates and maintains a positive working relationship with the School Chair
- Raises topics for School Board Meeting agendas to School Chair
- Attends and represents class with voting privileges at quarterly School Board meetings (4x per year)
- Works with the teacher, class and School Board on hiring, evaluation and feedback and teacher contract annual agreement

#### **Class Secretary/Scheduler:**

- Creates, prints and digitally distributes a monthly class calendar via established class Google Group with all pertinent class information (class meeting days, holidays, birthdays, work assignments, Parent Ed, sharing days, special days, super star weeks, field trips, and special events)
- Creates weekly attendance sign-in sheets for attendance binder in the classroom using the attendance template on the Drive (except for toddlers)

- Works closely with the School Vice Chair in keeping calendars current with class meeting times, mid-year cleanings, orientations and special events that need to be added to the School calendar to “reserve”
- Coordinates class for scheduled school weekend cleaning dates assigned by the School Vice Chair
- Coordinates parent work days, Class Panel buddy, potty buddies (if applicable), and snack/refreshment schedule for monthly parent meetings
- Takes minutes of business transacted at every parent and Class Panel meeting
- Sends School Vice Chair minutes of business transacted at every parent and Class Panel meetings to upload to Drive
- Responsible for printing and posting printed minutes on class appropriate bulletin boards. Please print using the school printer. Home printing is welcome but will not be reimbursed
- Digitally distributes minutes to the class via established class Google Group no later than 2 weeks from meeting
- Tracks class parent meeting attendance and is responsible for distributing Missed Parent Meeting Forms to absent members. Finished forms are submitted to the Parent Educator

**Class Financial Reps and Fundraising:**

Acts as a liaison between the School Treasurer and class.

- See financial roles and responsibilities table [below](#) for detailed role description
- Member of a Cross-Class Committee

**Class Parent Coordinator (PC):**

Acts as a liaison between parents, the Class Panel, and PAC. Works closely with School Secretary/Scheduler

- Introduces, schedules tours, and registers families for Victory Heights class
- Responds to new family inquiries in a timely manner
- Using the roster template from the Drive: create, maintain, print, post and upload current rosters (with waitlist if applicable)
- Keeps School Vice Chair current with roster and informs them of ANY roster changes/additions **immediately** for accurate Google permissions, access and settings
- Assists the School Secretary and the PC committee in planning and staffing Victory Heights Open House (Jan/Feb)
- Attends Open Registration at North Seattle College (March) on behalf of Victory Heights class
- Is the administrator for the appropriate class PC email account and responds to inquiries in a timely manner
- Communicates with all incoming families over the summer and sends out “Fall Orientation Packet” prior to the Fall Orientation- refer to the PC binder for Fall Orientation packet. School Secretary will provide updated forms
- Responsible for sharing/distributing parent handbook, parent agreement, and standardized orientation forms for all families
- Responsible for assigning class committee positions per their priority and coordinates with School Board and class to fill empty committee positions
- Follows and supports the NSC Cooperative PAC Registration Handbook which includes informing co-op membership of PAC established registration dates and communicates with the PAC Registration Committee
- Participates in a Cross-Class PC committee

**School Board Role Relationships with Class Panel Roles**

School Chair	Class Chair
School Vice Chair/Scheduler/Google Admin	Class Secretary/Scheduler & Parent Coordinator

School Treasurer	Financial Representative
School Liaison	Cross-Class Committee leads: PCs, H&S, Arts and Crafts, Financial Reps, Special Events and Maintenance
School Secretary/Communications/Marketing	Parent Coordinator

## Cross-Class Committee Roles

All Cross-Class Committee roles participate in a cross-class committee comprised of their peers from each class. They elect a “lead” for the year who guides the shared work of the committee, provides updates to the School Board, and maintains a positive working relationship with the School Liaison. If a class is under enrolled and a class cannot place someone on a committee, the committee format allows committee members from other classes to work together to fill the needs of the school and all classes. For example, if a class does not have enough membership to fill the Arts and Crafts role, then the committee shall work together to fill the needs of that class.

### Arts & Crafts: 1 per class

Duties vary between classes and may include:

- Makes nametags for parents and children for the beginning of the school year and set up cubbies
- Makes photo/name cards for the daily attendance/job chart and updates wall lists of children in small groups as needed
- Assists in arranging learning center activities, make copies, and set out materials.
- Prepares materials required for arts and crafts projects (e.g. cut shapes, replenish and clean paint cups, check and fill glue bottles, washes glue bottle tops in hot water once a month, prepare special holiday materials, etc.)
- Creates birthday crowns for students for their “Trip Around the Sun” celebration.
- Puts completed art projects in cubbies.
- Helps teacher organize materials to promote the curriculum theme
- Makes play dough every other month- paste food coloring for play dough can be purchased from Home Cake Decorating
- Labels, organizes, and maintains children’s journals then assists in binding journals at the end of the year, as a keepsake.
- Folds clothes in the baskets and periodically rotates the dress-up clothes

### Health & Safety (4): 1 per class

- Must be CPR certified
- Attends leadership workshops offered by NSC
- Must be familiar with NSC cooperative Risk Management Manual:  
<http://coops.northseattle.edu/forms/RM%20Manual%20202015%2020Revised.pdf>
- Collects and tracks completed Standardized Forms Packet by using the template forms received checklist and files forms appropriately in class file in the “Completed Forms” file box
- Makes 2 copies of Parent and Child medical forms:
  - Original for the class file in the “Completed Forms” file box
  - 2nd copy for the Class Attendance Binder
  - 3<sup>rd</sup> copy for the earthquake/emergency bin
- Collects and post medical response plans, if any, and files them in the Class Attendance Binder
- Collects information regarding anyone with food allergies and posts on kitchen bulletin board

- Is responsible for familiarizing the class with all protocols and emergency procedures
- Distributes the Health & Safety Overview information sheet at Fall Orientation
- First line of communication for reporting communicable disease and lice exposure within the class and is responsible for notifying class and all other H&S Reps. Coordinates class lice clean-up efforts according to school clean up procedures.
- Must keep class in compliance with the school handbook and the Risk Management Manual (RMM); this includes logging earthquake and fire drills and conducting and logging quarterly site inspections
- Takes helmet orders and distributes helmets to class

#### **Maintenance (4): 1 per class**

Provides minor maintenance to the inside of the school building

- Checks the Maintenance request log weekly to ensure task requests on a rotating turn schedule are noted and are completed in a timely manner. This is located on the wall located near the school phone
- Works with teachers and School Board for any special requests/projects as needed by the school. Maintain a list of upkeep projects and coordinate with teachers and School Board regarding priority, bidding, and cost
- Works with Health & Safety Committee to report/fix any issues noted from mandatory quarterly site inspections
- Responsible for taking in vacuum cleaner in for repairs, and change belts and bags if necessary
- Cleans mud trap at least once a year, or arrange with the Parks Department to do so.
- Checks bikes, scooters and wagon quarterly for needed repairs.
- Makes requests to School Purchaser for maintenance items/supplies for the school (light bulbs, vacuum cleaner bags & belts, sensory items, etc.)
- Purchases and changes water filter in the kitchen. Water filter is changed 2x per school year; at school set-up and mid-year cleaning (September and February)

#### **Special Events (4): 1 per class**

- Coordinate teacher gifts either during holidays and/or at end of the year
- Arrive early and stay after to help teacher set-up and take down for social events. Assist teacher during the event if needed
- Recognize special events in the lives of family members (new babies, moving, death in family, in time of need) ex: arranging for meal delivery, sending flowers, coordinating efforts to help transport student to school
- Plans and implements School-wide events (Fall and Spring) with cross-class Special Events committee
  - Involves Victory Heights Community Council if it is a shared event
  - Inform NSC of special events using Risk Management Manual form
  - Sends out community invitations beforehand as appropriate
  - Create sign up sheets for food and activities as needed
  - Organizes set up and clean up

### **School Roles (Filled by members of all classes)**

#### **School Bookkeeper: 1 from any class or can be a paid position**

Provides competent financial advice and support to the cooperative

- See financial roles and responsibilities table **below** for detailed role description
- Attends leadership workshops offered by NSC

#### **School Library/Book Club Organizer: 1 from any class**

Contact for Scholastic and Usborne book orders for all classes

- Promote VH Community Council book fair dates/times to all classes
- Distribute order link to members to select books from monthly Scholastic catalog and Usborne biannually (first week of Oct/last week of Apr)



- Keep account of Scholastic bonus points that school has acquired so that teachers can order free books
- Compile teacher wish lists of Scholastic and Usborne books to expedite reward shopping
- Distribute book orders
- Maintain order in the library and display relevant library books on your workday (coordinate with teacher)
- Coordinate with teacher to select and pick up books from library that support curriculum themes

#### **School Pet and Furnace Room Caretaker: 1 from any class**

- Cleans and maintains fresh water in fish aquarium (every other week) and changes air filter as necessary
- Purchases food and aquarium products when necessary
- Arrange for care and maintenance of pets during school/holiday breaks and over the summer
- Responsible for ensuring storage space in the furnace room respects the yellow safety/maintenance boundary throughout the school year

#### **School Purchaser: 1 from any class**

- Responsible for purchasing in accordance with the budgeted guidelines:
  - all items marked on the "Supplies & Inventory" list hanging in the kitchen
  - art and sensory supplies requested by the teacher
  - office and first aid supplies
  - maintenance supplies (light bulbs, vacuum bags, etc.) requested by a Maintenance Committee member
- All receipts are submitted and reimbursed by the School Treasurer

### **Class Roles**

#### **Class Field Trip Coordinator (3-4): For 4-5s, 3-4s and Pre3s**

- Coordinates field trips and events. Gathers information on places, times, parking and descriptions of events or field trips and make reservations as needed.
- Fill out "Field Trip Notification Form" online and send to college at least two weeks prior to field trip. <http://coops.northseattle.edu/forms/forms.html>
- Tracks and maintains current insurance information on "Voluntary Driver" forms. All drivers must meet minimum insurance requirements of school and must be kept current.
- If Carpooling; coordinate carpooling events/field trips by distributing carpool information with directions prior to field trip, and arrive early on field trip day to help coordinate carpools
- Writes thank-you notes after field trips

#### **Class PAC Representative (4): 1 per class**

- Liaison between cooperative classes and the Parent Advisory Council through NSC
- Keeps classes informed of PAC sponsored events such as lectures and workshops
- Post and distribute monthly PAC newsletter
- Attends a monthly PAC meeting (2<sup>nd</sup> Monday @ 9:30-11:30) and holds a committee position within the PAC community
- Attends one school board meeting on a rotation schedule among class PAC Reps assigned by School Vice Chair
- Attends leadership workshops offered by NSC

#### **Class Photographer (4-10 positions): 1+ per class**

- Tracks photo release form permissions.
- Brings camera/phone each workday and is prepared to take photos
- Takes candid photos of kids at play and doing activities at preschool, on field trips, and other special events.
- Sets-up and manages a secure online photo storage system to store and share photos taken during class time

- Responsible for printing and displaying photos as needed (cubbies, posters, t-shirt photo circle time mats)
- Creates class placemat with individual photo of children. This is typically completed in December before winter break.
- Creates and distributes photo yearbooks (using Shutterfly, Mixbooks, or something similar) by the last day of class
- Coordinates “Picture Day” with the photographers from all classes. This includes individual and class group photos and takes place in early spring: Renee Osborne Photography (253) 529.4133.
- Tracks purchases and payments for placemats, yearbooks and professional photos and reports to the Financial Rep.

**Class Teacher’s Substitute and Childcare (4-10 positions):** One worker for each scheduled day of class

- Must be CPR Certified
- Be available to substitute for teacher in their absence and arrange for access to the school
- Be familiar with the teacher’s set-up/clean-up routine in the classroom.
- Lead group activities when the teacher is unavailable or absent
- Provide childcare when requested by PAC rep, Class Panel and School Board members attending official meetings or trainings

## Financial responsibility table

Responsibility	Financial Rep/Fundraiser	School Treasurer	Bookkeeper
<b>Summary</b>	<i>Acts as a liaison between the School Treasurer and class.</i>	<i>Partners with the Bookkeeper to provide competent financial leadership to the cooperative</i>	<i>Provides competent financial advice and support to the cooperative</i>
<b>Committee Membership</b>	· Cross-class Financial Rep committee	· Cross-class Financial Rep committee	· None
<b>Board Membership</b>	· Class Panel member	· School Board member · Attends AS Board meetings 4x per year	· Committee position or contract role
<b>Income Handling</b>	· Collect application fees, tuition and fundraising monies (all money should be collected via check) · Update tuition log · Then transfer money to bookkeeper weekly · Send reminders to those outstanding	· Receives scholarship checks from NSC · Transfers checks to bookkeeper weekly	· Arrange deposit of checks · Record deposits in check register
<b>Payroll, Bill Pay, &amp; Reimbursements</b>	· Submit invoices from contract workers (i.e. dance instructor) to Treasurer · Notify committee members with purchasing responsibilities of their budget and reimbursement process	· Writes payroll checks and distributes by last Thursday of each month · Sets up/maintains the automatic withdrawal for teachers and bookkeeper · Obtains receipts for money spent · Pay bookkeeper and other contract workers upon receipt of invoice · Pay all bills (ex. taxes, field trips, PAC dues, reimbursements) upon receipt of invoice · Give copies of transactions to the bookkeeper	· Prepare teacher payroll · Records checks in check register
<b>Bank Account Mgmt</b>	· None	· Account signor · Maintains login credentials · Saves checking and savings statements to Drive monthly	· Reconcile bank statements
<b>Scholarships</b>	· Reminds class about application dates and process for PAC and In-house scholarships at fall and spring orientation	· Oversees PAC and in-house scholarship awards and informs parents of the application process and deadlines	· None
<b>Budget</b>	· Understand how current enrollment	· Review budget in fall and recommend	· Track income and expenses against

	relates to projected budget to advise Class Panel on financial decisions	updates to the School Board ·Use costs from current year and updated salaries or expenses to update budget with the Bookkeeper in April ·Present the proposed budget for Board approval at spring meeting	budget · Review and recommend updates to the budget in the fall based on actual enrollment for each class · Give feedback to Treasurer in terms of updating the budget for the coming school year
<b>Monthly Financial Reports</b>	· Review and present to class	·Review and present school report to School Board ·Distribute class reports to inter-class Financial Rep committee ·Upload to Drive	· Prepare monthly co-op financial reports for both classes and School Board, which are then distributed by the Treasurer
<b>Quarterly Taxes</b>	· None	·Write tax checks	· Prepare and file all payroll taxes (IRS form 941) Prepare and file WA Labor and Industry taxes ( <a href="http://www.lni.wa.gov/">http://www.lni.wa.gov/</a> )
<b>Annual Filings</b>	· None	·Review and present to School Board and Class Panels ·Upload to Drive	· File all necessary IRS forms, including: W2, 1099, 990N · File renewal of non-profit incorporation to the WA state ( <a href="http://dor.wa.gov">http://dor.wa.gov</a> ). · Send confirmation screenshot to School Liaison. · Prepare and submit annual financial reports (cost survey for NSCC, Treasurer Report) on time
<b>Fundraising (Fundraising pays for: PAC yearly tuition and budget shortfalls)</b>	· Work with other class fundraisers to appoint a lead fundraiser who maintains contact between the School Board and Class Fundraisers · Determine and coordinate all the fundraising events for class and work with other Class Fundraisers and Treasurer on School Fundraising Projects. · Determine with School Treasurer the goal for the class and for each family · Depending on your fundraising goal you will determine which fundraising projects the class may want to try. · Collect all orders and track sales. · Distribute fundraising items. · Report fundraising totals for class and school to the class	·None	· None

<b>Training</b>	<ul style="list-style-type: none"> <li>· Attends PAC sponsored Treasurer's workshops.</li> </ul>	<ul style="list-style-type: none"> <li>·Attends PAC sponsored Treasurer's workshops.</li> <li>·Answers questions of FRs and maintains FR FAQ document</li> </ul>	<ul style="list-style-type: none"> <li>· Provide treasurer with organizational assistance</li> <li>· Provide training and consultations on subjects such as fund-raising, tuition log, bonuses, employment agreements, name changes, historical data, etc.</li> </ul>
<b>Role Administration</b>	<ul style="list-style-type: none"> <li>· None</li> </ul>	<ul style="list-style-type: none"> <li>·Checks the school PO Box on a weekly basis</li> <li>· Schedules and tracks maintenance service with Sound Oil for oil tank</li> <li>· Activates/Deactivates Garbage/Recycle service</li> </ul>	<ul style="list-style-type: none"> <li>· Uses designated email and established log in accounts provided by the cooperative to file, conduct, document and/or correspond when cooperative business is transacted</li> <li>· Keep books and logs in a secure online location accessible by the School Board at all times.</li> <li>· Review and distribute state and federal notices or information</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>· Should be organized to distribute/collect fundraising orders and tuition checks</li> <li>· No specific technology skills are required</li> </ul>	<ul style="list-style-type: none"> <li>·Experience with Excel and QuickBooks recommended but not required. Training is available.</li> </ul>	<ul style="list-style-type: none"> <li>· This can/should be a paid role when an experienced bookkeeper with appropriate references (for budget, payroll, insurance, and taxes) is not in the membership AND willing to serve as a volunteer</li> <li>· See by-laws section 8.5 regarding Conflict of Interest</li> <li>· Bookkeeper salary shall be allocated to other budget lines (reducing fundraising goal would be a good one) in year's where a member acts as bookkeeper</li> </ul>

### Cooperative Job Summary

	<b>BOARD, PANEL OR COMMITTEE ROLE</b>	<b>NUMBER</b>	<b>CLASS(es)</b>
<b>SCHOOL CHAIR</b>	School Board	1	Any
<b>SCHOOL VICE CHAIR</b>	School Board	1	Any
<b>SCHOOL TREASURER</b>	School Board	1	Any
<b>SCHOOL LIAISON</b>	School Board	1	Any
<b>SCHOOL SECRETARY</b>	School Board	1	Any
<b>CLASS CHAIR</b>	Class Panel	4	All

<b>CLASS SECRETARY</b>	Class Panel	4	All
<b>CLASS FINANCIAL REPRESENTATIVE &amp; FUNDRAISING</b>	Class Panel	4	All
<b>CLASS PARENT COORDINATOR</b>	Class Panel	4	All
<b>CLASS FIELD TRIP COORDINATOR</b>	Class Role	3-4 total: 1 (Pre-3s) 1 (3-4s) 1-2 (4-5s)	4-5s, 3-4s and Pre3s
<b>CLASS PAC REPRESENTATIVE</b>	Class Role	4	All
<b>CLASS PHOTOGRAPHER</b>	Class role	4-10 total: 1 (Toddlers) 1-2 (Pre-3s) 1-3 (3-4s) 1-4 (4-5s)	All
<b>CLASS TEACHER'S SUBSTITUTE &amp; CHILDCARE</b>	Class Role	<=10 total: 1 (Toddlers) 2 (Pre-3s) 3 (3-4s) 4 (4-5s)	All
<b>SCHOOL BOOKKEEPER</b>	School Role or Paid Contractor	1	Any
<b>SCHOOL LIBRARY/BOOK CLUB ORGANIZER</b>	School Role	1	Toddlers
<b>SCHOOL PET &amp; FURNACE ROOM CARETAKER</b>	School Role	1	Any
<b>SCHOOL PURCHASER</b>	School Role	1	Any
<b>ARTS AND CRAFTS</b>	Cross-class Committee	4	All
<b>HEALTH AND SAFETY</b>	Cross-class Committee	4	All
<b>MAINTENANCE</b>	Cross-class Committee	4	All
<b>SPECIAL EVENTS</b>	Cross-class Committee	4	All
	<b>Min/Max</b>	<b>62/69</b>	

If more than 69 families are enrolled, the following roles may be most easily divided:

1. Class Secretary/Scheduler
2. School Liaison & Parks Liaison (especially valuable during the year prior to and the year of a lease renegotiation)
3. Pet Care & Furnace Room Caretaker

If fewer than 62 families are enrolled, roles shall be filled in the following order. Members may/shall hold multiple positions in their class until appropriate enrollment is reached.

1. School Chair
2. School Vice Chair
3. School Treasurer
4. School Bookkeeper
5. Class Chair
6. Class Parent Coordinator
7. Class PAC Representative
8. School Secretary
9. School Liaison
10. Class Financial Representative & Fundraising
11. Health and Safety
12. Maintenance
13. Class Secretary/Scheduler
14. Class Teacher's Substitute & Childcare
15. Class Photographer
16. Arts and Crafts
17. Special Events
18. Class Field Trip Coordinator
19. School Pet & Furnace Room Caretaker
20. School Purchaser
21. School Library/Book Club Organizer

## Appendix B: Victory Heights Cooperative Safety Guidelines and Overview

**Forms:** All form must be completed and turned into to participate in co-op.

**CPR:** We need a CPR certified parent at each class, with a minimum of 2. Teachers-aide and H&S Reps are required to be CPR certified.

**Allergies:** We are a nut & liquid dairy free school. Anyone with allergies needs to fill out a response plan (can be found in the RMM located in the School H&S binder) and place in the appropriate tab in the Attendance binder. If any child has a food allergy, please post on the kitchen bulletin board.

**Fire Extinguishers:** We have 3. Located in the kitchen, the hall outside the kitchen and at top of the stairs

**First Aid Kit:** A red bag located on phone shelf and another one at the playground exit.

**Emergency Kit:** A bin is located near the playground exit containing our earthquake supplies. These are inventoried and replenished as necessary.

**Incident Reports (aka ouch reports):** Two reports need to be filled out per incident, be it a cut, bruise or bite. One copy will go home with the child and one will be mailed to the college to keep on file. One form per child involved. The forms are in the School H&S binder located on the phone shelf.

**Illness:** If your child has a fever, 2+ incidents of vomiting, 3+ watery stools, infected eyes, and/or a rash (particularly accompanied by itching or fever), please wait 24 hours past the end of symptoms to return to class. Children who are potentially ill or infectious in any other way should follow the same protocol. If your child is sick with anything particularly icky: whooping cough, pink eye, anything covered by a vaccine, etc. please let your H&S Rep know so that they can initiate a deep clean of the classroom and notify any persons who may be particularly susceptible.

**Lice:** If/when we have an outbreak please let your H&S Rep know ASAP to begin notifications and arrange for cleaning protocol. A lice clean-up checklist is in the School H&S binder located under the phone.

**Blood-Borne Pathogens:** Please follow universal precautions to ensure any incidents of blood being handled properly. Please use gloves whenever attending to a bleeding child or cleanup, even if the child is your own. Blood will need to be cleaned with bleach and bagged. All bloody trash will need to be taken off the property. Same goes for feminine hygiene products and diapers.

**No Public Restrooms:** Our restrooms belong to the school and are not public. This space is rented which makes everything inside the building private and for our use only.

**Lead Paint Building Hazards:** This older building underwent a lead paint abatement in 2008. Renovations have been completed to keep our kids safe but if you see chipping paint or any other potential hazards please act in this order:

- 1) Use a damp disposable paper towel to wipe up the small detached chips of paint into the trash.
- 2) ***Do not scrape or vacuum any loose paint from area of concern.***
- 3) Notify your teacher immediately of your findings.
- 4) Log it in the "Occurrence Log" located in the binder under the phone.
- 5) Contact the School Chair who will contact the Parks Department
- 6) Please see your Health & Safety rep for more details regarding the "***Summer 2008 Facelift Project***". A hard copy is also located in the School H&S Binder located under the phone.

### Staying Healthy & Safe:

- Wash hands at arrival, before snack and after using the restroom
- Fresh bleach water is made daily for sanitizing.
- Place any toys that need washing/sanitizing in the red "Wash Me" bin.
- Be familiar with evacuation procedures and reunification location (located in both Attendance and School H&S Binders).
- Be familiar with protocols/procedures in place for Victory Heights (located in both Attendance and School H&S Binders).
- 2 adults (unless it is your own) are to accompany a child to: the bathroom, diaper changes, downstairs play
- Lock both front door and stairwell door while class is inside and in session.
- Sand pit is raked daily by non-pregnant persons.
- Quarterly safety Inspections are conducted by class H&S reps.
- Our school is cleaned on a weekly basis. Each class has a designated timeframe.



- Helmets are always worn when children are on bikes/trikes. These can be ordered by your class H&S Rep. Bikes are to be kept on flat surface of the tennis court.
- An inspection of playground and playfield is done DAILY. Please log anything of concern in the Occurrence Log located in the School H&S Binder located under the phone and follow VH protocols if action needs to be taken.
- Attendance Parent is responsible for taking the Attendance Binder and a first aid kit when class is outside. To comply with the RMM, we must be assured access to the daily attendance roster, emergency contact information and a first aid kit in case there is a situation preventing re-entry to the building.
- Please sign your child in/out (except for toddlers).
- Avoid using cell phones while working your shift (taking photos are OK).
- Hot beverages are not allowed in class.

**Resources and Other Helpful Info:**

All contact information for School Board, Teachers, Parent Educators, Class Panels and Cross Class-Committees can be found on the bulletin board above the phone.

- **Attendance Binder** is located on the hanging wall file by the door leading to stairwell. Its contents include:
  - Daily Attendance Roster
  - Fire Evacuation, Earthquake Procedures & Found Paraphernalia Protocol
  - Copies of Completed Medical Emergency Forms and Response Plans
- **School H&S Log Binder** is located on the phone shelf. Its contents include:
  - Occurrence Log: please log unusual/suspicious activity, graffiti, findings on playground that do not belong there.
  - Fire Evacuation, Earthquake Procedures & Found Paraphernalia Protocol
  - Lead Paint Awareness Information Sheet
  - Lice Clean Up Checklist (blank and completed)
  - Safety Inspections & Fire Drill/Earthquake Logs (blank and completed)
  - Incident Reports & Water testing results

**For any issues:**

- In-class issues should be addressed to your Class Chair, Class PC, or teacher.
- School issues and park/building related issues should be addressed to the School Chair.

## Appendix C: Victory Heights Lead Paint Awareness

### VICTORY HEIGHTS LEAD PAINT AWARENESS

Dear Victory Heights Parents, Board and Staff,

In the spring of 2008, Victory Heights Preschool building had undergone a thorough environmental testing for asbestos and lead paint conducted by environmental specialists Jodi Sinclair and Corey League from the Parks Department of Seattle. Taking consideration of the old age of the building, dating back to 1950's, the results had found obvious aging and hot spot concerns of lead paint chipping.

The Parks Department took immediate action resulting in our "Summer 2008 Facelift Project".

The project included several components:

- Six upper windows and front door replacement.
- Complete lead abatement on all exterior paint on the building
- Complete lead abatement on the inside stairs and handrails, downstairs playroom windows, and two door frames downstairs.
- Outside window and door frame replacements.

The result was very exciting for our site as well as for all the teachers and families who will be a part of this school and community in the future. The Parks Department has been very proactive with our concerns for the building, and because we are a preschool, the Parks Department inspects our buildings annually to ensure paint remains intact and will remedy any issues. Since the initial abatement, the Parks Department has painted the basement floor and performed a complete lead abatement of the base shoe molding. Additionally, the baseboards were sealed and primed.

### Protocol for future signs of failing paint:

If you spot areas for concern with failing / chipping paint, please act in this order:

1. Use a damp disposable paper towel to wipe up the small detached chips of paint into the trash.
2. ***Do not scrape or vacuum any loose paint from area of concern.***
3. Notify your teacher immediately of your findings.
4. Log it in the "Occurrence Log" located in the binder on the phone shelf.
5. Contact the School Chair ASAP. (They will contact the Parks Department, who in return will come and inspect our building).

We appreciate your compliance to the future protocols of our school building. We take pride in making Victory Heights Preschool a wonderfully safe environment for our children to grow, learn and laugh in. If you have further questions regarding this information, please feel free to contact the School Chair directly.

## Appendix D: Parent Enrollment Agreement

# Victory Heights Cooperative Parent Enrollment Agreement

Child's Name: \_\_\_\_\_ School Year: \_\_\_\_\_  
Class: \_\_\_\_\_

As a member of Victory Heights Cooperative Preschool (Co-op), I understand the following duties and responsibilities:

1. I am a student of North Seattle College (NSC) while my child is a student of the co-op. I will register with NSC Parent Education Program for 3 credits each quarter by the deadline given. I am not able to attend class until I enroll with NSC. If a second adult will be coming to class or meetings in my place more than two times in a quarter, that person must enroll with NSC as a "second parent" for one credit.
2. I will attend scheduled Spring and Fall Orientation Meetings during the school year. If another caregiver will be the primary participant, they must attend as well.
3. I understand there is a monthly Parent Meeting which includes a business portion and a Parent Education portion. I will notify my Class Secretary/Scheduler in advance if I will be absent. I am allowed one excused absence and if more than one Parent Meeting is missed, I will fill out a Missed Parent Meeting form. It is my responsibility to read the minutes regarding the class business portion and contact the Parent Educator to make up the Parent Education portion.
4. I will volunteer and serve in a Cooperative Job and fulfill the duties and responsibilities to the best of my ability. I will request help if needed.
5. I will regularly attend class on time. I understand that I am considered a teachers' aide on my scheduled work days and that my attendance is depended on. If I am unable to work my scheduled day, I will notify the teacher and will arrange for coverage.
6. I understand that on my scheduled workday, I am assigned a classroom station and have both indoor and outdoor clean up duties. I will perform these duties to the best of my ability and will request help if needed.
7. Payment and Refund Policy:
  - a. I will pay the required nonrefundable application fee to the co-op upon acceptance of a space for my child in the class. While enrolled, full tuition is due and cannot be prorated even if I do not attend class and/or meetings.
  - b. I understand that:
    - i. September's tuition is due and collected at Spring Orientation or as soon as I am offered space
    - ii. May's tuition is due and collected in December before winter break.
  - c. I will prepay monthly tuition at the Parent Meeting of the preceding month or will have the option to pay in full for the year. Tuition is considered past due if unpaid by seven (7) days after the parent meeting, and the class Financial Representative will provide me with notice. I understand that I am unable to attend school if tuition is not up to date or if payment arrangements have not been made. I also acknowledge that my child's space may be forfeited.
  - d. If I decide to withdraw from co-op, I will give four weeks written notice to the Parent Coordinator and I understand that I am still responsible for my co-op duties until my departure. Any prepaid tuition (September or May) is refundable only if a replacement of my child's space is filled by my departure date.
8. I understand that I can apply for scholarship funds through the Parent Advisory Council (PAC) at the beginning of each quarter to help cover co-op tuition costs. I may also apply for additional in-house scholarship funds through the School Board.

9. If I share photos taken in class of children who are not my own, I will only share on secure online groups.
10. I am responsible for at least one weekend cleaning of the preschool facility as scheduled by the School Vice Chair/Scheduler (Board and Class Panel members are exempt from this task).
11. I will have my child dressed appropriately for outdoor play.
12. I will supply a nutritious snack for class on my scheduled days and fulfill the snack parent cleaning responsibilities (except for Toddler and 4-5s class). I will provide snacks for Parent Meetings as scheduled by the Class Secretary/Scheduler. Class Panel members will provide snack for fall and spring orientations.
13. I will fulfill co-op and PAC fundraising requirements, or commit equal time and/or money, as determined by budget.
14. I am entitled to a six-week leave of absence from all co-op duties and parent meeting homework for childbirth (including adoption), major illness, hospitalization, and/or death in the family. This excludes tuition and tuition cannot be prorated.
15. I will adhere to the class illness policy as outlined in the Parent Handbook when deciding if my child is well enough to come to school. I will monitor my health and the health of my child each morning for signs of illness and will notify my class Health and Safety Representative if a condition is contagious.
16. I will read and abide by the information contained in the Victory Heights Cooperative Preschool Parent Handbook.

I understand and agree to fulfill the duties outlined above to the best of my ability.

Failure to do so may result in probation, grievance or dismissal.

## Appendix E: Protocols & Procedures

### Fire Emergency & Procedures

#### When a fire is detected

1. STAY CALM—the children will take their cues from you
2. Leave the building—a fire doubles in size every 15 seconds.
3. Call 911.

#### Evacuate the building:

1. 2 Adults to exit first. First adult grabs first aid kit and attendance binder and leads class to reunification location while the other adult remains outside door.
2. All other adults help children move toward exit. The last adult quickly checks the room, then exits to join others. At the tennis court, take attendance and give first aid if needed.
3. Make sure that no one goes back into the building until the Fire Department says it's safe.

#### Evacuation routes:

##### *From Upstairs:*

Exit through front door, then around the school towards the tennis court.

##### *From Downstairs:*

Exit through the kitchen door and around towards the tennis court. If kitchen exit is unsafe, exit up the stairs and leading out the hallway door.

#### Safety devices:

**Fire Extinguishers:** are located next to the furnace door and at the top of stairs. To operate, pull out pin, point hose at BASE of flames and squeeze trigger.

**Smoke Detectors:** are located both upstairs in the entry area and downstairs outside of the kitchen. Batteries are replaced at the start of each school year.

### Earthquake Safety Requirements & Procedures

#### As soon as you recognize what is happening

1. Help the children under tables
2. If not near a table, stand in doorways, away from glass windows.
3. Keep your hands on the children to keep them close and use your body to shield them from potential falling objects such as light fixtures.
4. If you are outside, move away from building, walls, and utility wires.

#### Once the shaking stops

1. STAY CALM—the children will take their cues from you.
2. Check for and attend to injuries and be ready for aftershocks
3. Assess the building by looking for cracks and signs of major damage.
4. If the building appears to be in good condition, REMAIN INSIDE THE BUILDING.
5. If severe damage is visible (large cracks, or worse), establish a safe exit route which avoids windows and falling objects as much as is practical. Windows can still break after the shaking stops.
6. One adult should exit the building to assess damage to the building. This adult will also identify the safest exit route taking into consideration potential falling objects (overhangs, chimneys, etc.)

#### Once a safe exit route is identified

1. Everyone should exit the building. Take the children to the sidewalk in front of the tennis court.
2. The teacher will use the daily attendance sheet to be sure all children and adults are accounted for.
3. Do not re-enter the building.

#### In case of rain or inclement weather

- Children and parents should wait in parked automobiles
- After the children are all in the cars, the Teacher will do another head count.

#### Individual Duties

## Teacher

1. Check for injuries
2. Review daily attendance sheet to ensure all persons are accounted for
3. Assign duties to parents
4. Communicate with emergency personnel
5. Parents
6. Attend to injuries
7. Get earthquake kit and pass out supplies
8. Get radio from earthquake kit, load batteries and keep adults updated

## Lockdown/Intruder Alert

An intruder is defined as any visitor who, through act or deed, poses a perceived threat to the safety and welfare of children and adults. If at any time, you are dealing with a person about whom you feel uncomfortable or are fearful for your safety or the safety of others, then you may be faced with an intruder situation.

1. If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately call 911. Remain calm.
2. If a weapon is present, **DO NOT CONFRONT**, call 911 immediately.
3. If no weapon is suspected, approach the intruder in the following manner:
  - a. Approach the individual in a non-confrontational manner with the assistance of another adult
  - b. Introduce yourself and the person with you to the individual in a non-confrontational way
  - c. Ask the individual who they are and how you can be of assistance
  - d. Inform the individual of the fact that the school has a rule against strangers entering school for any reason.
  - e. If the individual refuses to leave, do not confront him/her call 911 immediately.
4. If it is determined that the safety and health of children and adults are in jeopardy:
  - a. Intruder Alert Procedure: If the intruder is already inside the building, call 911 immediately.
  - b. If the suspected intruder is not yet in the building, an announcement will be made to alert the group of potential danger.
  - c. If the path to the basement is not obstructed by the intruder, adults should move the children to the basement for lockdown. If the basement can't be accessed without contacting the intruder, the adults should move the children to the very back of the classroom and barricade the stairway door, or front door if applicable.
  - d. If children are outside when an Intruder Alert is called or shots are heard/fired, the teacher and other adults will quickly direct and move children back into the school and into the basement for lockdown.
5. Upon hearing the chosen lockdown announcement, the following steps must be implemented:
  - a. Adults should quickly check all areas and get the children into the basement or classroom (see above)
  - b. Lock all doors, close and lock all windows, cover all windows and doors, and turn off lights
  - c. Keep children away from windows and doors; position children in a safe place against walls or on the floor; turn a classroom table on its side to use as a buffer.
  - d. Adults will maintain (as best they can) a calm atmosphere in the room, keeping alert to emotional needs of the children. (Example: gather in a story circle behind the buffer table.)
  - e. Adults will keep all children in the classroom until an "all clear" signal has been given
  - f. Teacher or P.I.C. will immediately call 911 and stay on the phone until help arrives. Await further instructions from emergency response personnel. You will be informed when it is safe to move about and release children from the lockdown area. Children should not be released to parents until an "all clear" has been called.
  - g. Upon arrival, the local police, will assume controlling responsibility and may evacuate the building per police standard operating procedures.
  - h. When "all clear" is heard, the teacher will inform the adults of the situation. The teacher will try to explain the situation to the children in a way that is intended to minimize their anxieties about

what has happened. When the threat has been eliminated, normal activities should be resumed as soon as possible as instructed by the teacher.

- i. Teacher will inform parents of all “lockdowns” whether practice or real as soon as possible after the event.
- j. Teacher will report incident to the North Seattle College and the Parent Education Department.

### **Found Drug Paraphernalia Protocol**

Our programs heavily utilize the public park. An inspection of the playground is done daily and there will be occasional evidence of unwanted/inappropriate paraphernalia. If anything unwanted is found, the best thing to do is use your best judgement and follow these basic safety guidelines.

#### **If you find needles:**

- Contain the area.
- Treat all needles as contaminated, diseases can spread through needle pokes.
- Never pick up a needle with your bare hands, wear gloves.
- No syringes or sharps, even if clipped, can be disposed of in the garbage.
- Wear closed-toe shoes to protect your feet.
- Use a tool like tongs, pliers or tweezers to pick up needles.
- Do **NOT** discard needles in the trash. Use the sharps container located in the kitchen. If the sharps container is full, please notify the School Chair.
- Bring the sharps container to the contained area and place on a stable surface next to the needle. Avoid walking a far distance carrying a used needle.
- Do not hold the container in your hand while placing needles inside it.
- Pick up needles with the point facing away from you and place them in the container point down.
- Remove gloves carefully to avoid contact with contaminated fluid.
- Wash hands well afterwards.
- Let the teacher and the School Chair know what you found
- Log your findings in the Occurrence Log in the School H&S binder located under the phone.
- If you feel the police needs to be notified and a report made, please call the non-emergency line (206) 625-5011.

#### **If you find anything other than needles:**

- Contain the area.
- Wear gloves.
- Use a broom/dustpan and dispose **non-hazardous** paraphernalia in the playground garbage can.
- Wash hands well afterwards.
- Log your findings in the Occurrence Log in the School H&S binder located under the phone.
- Let the teacher and the School Chair know what you found.
- If you feel the police needs to be notified and a report made, please call the non-emergency line (206) 625-5011.

### **Reunification Plan**

In the event of a “large scale” emergency, such as an earthquake, civil disturbance/terrorist attack, severe weather event, or other highly disruptive occurrence, co-op parents present at school at the time of the emergency may be asked to remain at the school for a period following class to ensure that all children are safely released to approved adults. Should one or more children remain at the school two hours after the normal dismissal time, the teacher shall determine whether the remaining children and adults should shelter in place at the school. The determination of where to shelter until reunification shall be determined based on such factors as the nature of the emergency, the apparent soundness of the school building following the

emergency, the apparent safety and/or risks of transiting to a different location, location of emergency supplies, the number of available adults to care for remaining children, and any other factors the teacher deems relevant to the decision.

Once the shelter location has been decided, one or more adults should be responsible for alerting the families of the unclaimed children of the location where the children can be picked up. If the local phone network is not responsive, the out-of-area contacts should be used to transmit information, if such contacts have been provided. Adults responsible for contacting families of unclaimed children should make an ongoing effort to relay information on the remaining children's wellbeing and location until the information is successfully relayed to a live person (not a voicemail) at a designated contact number.



## Appendix F: Positive Discipline/Language/Descriptive Commenting

### Positive Discipline

Our school is committed to providing children and families with quality child education in a safe and caring environment. A major part of that obligation is using positive discipline. The following guidelines outline our child discipline philosophy:

- Never use corporal/physical punishment.
- Set limits and behavior expectations that are developmentally appropriate.
- Be consistent.
- Praise and encourage acceptable behavior – you are the role model for appropriate action.
- Give children a choice only when each choice is acceptable.
- Focus on actions rather than personality.
- Use a kind, firm voice when disciplining.
- Consequences for misbehavior will be immediate, of short duration, and related to the act. Acceptable discipline techniques are removing the child from one play area to another and limiting play privileges.
- When a child's uncontrollable behavior persists, and becomes disruptive and/or harmful to other children, the child's parents shall be advised so that a solution can be reached.
- The goal of discipline is helping the child gain self-control through learning appropriate behavior. It is not about forcing children to conform to adult standards of behavior.

### Enriching the Environment with Language

Parents in Cooperatives (rather than the teacher, who “floats”) have the best and most consistent opportunities to enrich the preschool environment by talking to the children about their play. Studies show that this kind of language-rich environment can raise a child's IQ. In general, asking questions to which you already know the answer (e.g., “What color is this?” “How many is this?”) is distracting. It raises the child's stress level, which in turn decreases actual learning. Use questions sparingly. Always try to use these techniques positively.

Parents can describe the facts, give vocabulary:

- “You have used three colors: red, yellow and black.”
- “This took a long time to do.”
- “This paper is a rectangle.”
- “I'm writing your name B-I-L-L.”
- Parents can narrate actions, which gives children language about the process they are involved in:
- “You are stacking more blocks on top.”
- “You are pinching the play dough into little pieces.”
- Parents can make statements about their own thoughts, feelings or experience. Judgmental statements (even positive ones like, “What a beautiful picture!”) are less helpful—it gets children into working for external praise.
- “I use tape for that problem.”
- “I like the feel of this too.”
- “I wonder if it's stopped raining.”
- Parents can teach through directing attention to another example. Be careful not to compare “good” and “bad”—keep it neutral and informative.
- “Look how Sandy gets water off her brush.”
- “Bill used a hook for his coat.”
- “I'm using my spoon to scrape the bowl.”
- Parents can move children from external rewards (What a good girl!) to intrinsic rewards (I am a good girl, I'm proud of myself!) with these kinds of statements:
- “You did it!”
- “That was hard, but you kept trying until you got it.”
- “You had an idea and you found a way to make it work.”
- Plus: smiles, high fives, paying close attention

## **Descriptive Commenting**

Descriptive commenting is a form of communication in which the adult simply describes or puts into words what the child is doing. Used by speech therapists to build language skills and by play therapists to encourage and strengthen children's involvement in their play, it is a very useful communication tool for parents as well. Unlike other forms of parental communication such as questioning, suggesting, directing, praising, warning, and so on, descriptive commenting does not try to get the child to do anything -- not even to respond. The parent simply talks about what they notice the child doing. It is a commentary, like a play-by-play coverage of a sports event (often called "sports casting"). It usually involves repetition, often adding descriptive language.

- Descriptive commenting is a useful tool in several respects. As the parent describes what is going on, the child learns appropriate language -- for the activity, the objects, their qualities, the child's actions, even feelings. This increases vocabulary and builds language competence. In talking about the activity, the parent inevitably introduces concepts and ideas, thereby expanding the child's thinking and stimulating their imagination. Moreover, descriptive commenting forces the parent to closely observe the child's activity; the parent notices more and learns more about the child. But all of this is accomplished without any overt "teaching" or intrusiveness.
- Descriptive commenting may feel artificial and uncomfortable at first, since we do not use this with other adults or older children. Think of it at first as facilitating the child's language development or as reinforcing the child's play. You can "narrate" for a few sentences and then inject some observation of your own, as in:
  - "You're putting a blue block on top of the yellow block. Now a green block is going on top of the blue one. Wow! Now you've got three blocks on top of each other! There goes a red one on top of the green one . . . Hey, this is getting tall!"
  - You're holding that baby. . . The baby's wearing a shirt, isn't he? A white shirt, a little white shirt. You're wearing a white shirt too! Oh, the baby's getting a cuddle from you. What a happy baby!"

These descriptive comments give the child your undivided attention along with vocabulary that fits what the child is doing now, which is when the language is relevant. (It tells the child that what they are doing is of value and is important to you.)

### **Helpful Tips for Descriptive Commenting**

- Watch your pace. If you talk too much or too fast, a child may feel overwhelmed or be distracted from play.
- Comment only on behavior that is appropriate. Remember that your attention is positive reinforcement; when you pay attention to and use descriptive commenting for a behavior, that behavior will increase. Avoid comment with negative behaviors
- There is a tendency to mix in praise with descriptive commenting. Try to be conscious of when you use praise, and do so purposefully, when it is strategic. The rest of the time, try just to describe what's going on. (Instead of "I like the way all your cars are lined up" say "Your cars are all lined up in a row." Instead of, "What a pretty picture!" say "You used the blue crayon here and the red crayon there." Or "I see some blue here and some red over there [pointing out places on the paper].")
- Don't interpret your child's play. Describing and interpreting are different forms of communication. Interpretation imposes your ideas on your child's play. It is intrusive. If, looking at the line of blocks a child made, you say, "You made a train!" or "I like the train you made" (praise), the child may not have had a train in mind at all, which may very well result in the child either (a) getting upset with you for imposing your idea, or (b) losing interest in the play because you took it over with your idea. On the other hand, if the child interprets it for you ("Train!" she says about her line of blocks), talk about the train ("There's the engine, there's a caboose," etc.)
- Stay focused on the child's play. Don't verbalize other things that cross your mind or catch your attention
- Do not "correct" the child's play with comments like, "Trains go on tracks, not on the ground" or "That's the doll's bed, not a boat." In the child's world, doll beds can become boats, trains can fly, whatever. Imposing needless "rules" and "corrections" on the child's play will discourage the child's creativity. We want to encourage imagination, exploring, and experimentation as these are the basics of cognitive development.

## **Appendix G: Adoption of the Handbook, Bylaws, and Standing Rules**

### **4-5s Adoption of Victory Heights Cooperative Preschool Handbook**

I hereby certify that the forgoing Amended and Restated Bylaws of **Victory Heights 4-5s** were duly adopted by the membership at meeting held on ***(fill in the date voted on)***.

Secretary ***(fill in your class Secretary name here)***

### **3-4s Adoption of Victory Heights Cooperative Preschool Handbook**

I hereby certify that the forgoing Amended and Restated Bylaws of **Victory Heights 4-5s** were duly adopted by the membership at meeting held on ***(fill in the date voted on)***.

Secretary ***(fill in your class Secretary name here)***

### **Pre-3s Adoption of Victory Heights Cooperative Preschool Handbook**

I hereby certify that the forgoing Amended and Restated Bylaws of **Victory Heights 4-5s** were duly adopted by the membership at meeting held on ***(fill in the date voted on)***.

Secretary ***(fill in your class Secretary name here)***

### **Toddlers Adoption of Victory Heights Cooperative Preschool Handbook**

I hereby certify that the forgoing Amended and Restated Bylaws of **Victory Heights 4-5s** were duly adopted by the membership at meeting held on ***(fill in the date voted on)***.

Secretary ***(fill in your class Secretary name here)***